Job Objective

o enhance my professional skills in dynamic and stable workplace. To seek a challenging job that will nurture my talent in my field and upgrade my knowledge.

Profile Summary

Technically sound, with good inter personal, communicative presentation and negotiation skills. Positive attitude to take up multiple assignments and manage the task on priority basis, focusing on time schedule.

Areas of Competence

 Coordinator.

 Infra Maintenance.

 Clerical Support.

Employment Details

of Training and Management. (Admin Assistant) – March’2010 – Till Date [http://www.zabeelinstitutedubai.com](http://www.zabeelinstitutedubai.com/)

 Assigned tasks supervised and reported fiscal/personnel status to the management.

 Managed extremely heavy scheduling of administrative work.

 Arranged briefing materials for meetings, proposals, presentations and calls.

 Processed and reviewed routine paperwork and entered data into the database.

 Provided support and guidance to newly hired clerical employees and administrative staff.

 Competently did support work for the senior managers, performing highly complex administrative functions.

 Filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.

Material in charge for Books and Certificate allocation.

 Maintaining the up-to-date list of press and contact lists.

 Provides support to Sales Departments.

 Coordinate and distribute marketing materials and catalogs.

 Coordinate trade shows: Finalize arrangements i.e. payments, equipment, materials, booths, catalogs.

 Satisfying the needs of the student’s walk-in.

 Ensure class quality and make class inspections.

 With superior interpersonal and customer service skills, handled time-sensitive & stressful situations related to customers.

M/s PANIKULAM DRUGS Kerala (Sales Executive). Jan’2008 – Mar’2010

 Fixing Orders with pharmacy.

 Work according to the target fixed.

 Booking of Drugs.

 Making purchase orders.

 Preparing of bill for the sales.

 Coordinating with stock room for sales refilling.

Educational Details

 Industrial Training Institute – Welding 2008.

 Higher Secondary Examination from Board of Secondary Examination, Govt. of Kerala in 2005.

 S.S.L.C from Board of Public Examinations, Govt. of Kerala in 2003.

Strength and Skills

 Coordination.

 Work Perfection.

 With stand the pressure and adapt to the situation.

 Good interactive capability adaptive to any conditions.

IT Skills

 Microsoft Office Packages.

 Windows Package.

 Internet Application.

Personal Details

Nationality: Indian Status: Male/Married

DOB: 24-12-1987

VISA: Employment Visa till

Languages Known: English, Hindi, Malayalam, Tamil

**First Name of Application CV No:** **1704252**

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