**BIJU**

Summary

 Seeking an opportunity where I can contribute my experience and qualification which is

 benefited to my career development and good growth for the company.

Highlights

* Microsoft Office proficiency
* Strong problem solver
* Strong interpersonal skills
* Labor relations
* Dedicated team player
* Organized and efficient

Experience

 **Public Relations Coordinator** Jan 2007 – Till date

 Emirates Flight Catering

 Dubai

* Responsible to coordinate with Dubai Municipality and Health center for the staff visa medical and Health Card.
* Responsible to assist for the staff visa medical documentation process.
* Responsible to coordinate with most of the consulates for staff passport related an issue which needs to clear by Emirates Flight Catering.
* Responsible manage accommodation arrangement for new staff and existing staff.
* Responsible to arrange and distribute air tickets as per the company needs.
* Responsible to coordinate with Emigration Department for the visa stamping and visa cancellation purpose.
* Responsible to coordinate with Emirates Flight Catering – Government Relation Department for all the government related documentation and distribution.

**Le Chocolate Production Assistant .** June 2002 – Dec 2006

**Division of .**    Emirates Flight Catering

Dubai

* Work with entire production team to create all chocolate
* Assisting packing and shipping product
* Keeping inventory of product,
* Ordering and keeping inventory of ingredients
* Running the enrobing machine,tempering chocolate,production of ganache,caramels,marshmallows etc.
* Operate various equipment and machinery necessary to production

 **Education**

 Passed Matriculation (S.S.L.C.) from Kerala Dept. of Public Examination, India

**Language known**

 English, Hindi, Arabic (speak) & Malayalam

**Personal Information**

 Date of Birth : 17/03/1977

 Marital Status : Married

 Nationality : Indian

Skills

* Good knowledge of M.S. word and Excel.
	+ Internet & its application
	+ Microsoft outlook
	+ Elementary Food Hygiene
	+ Airside Safety
	+ Quality Awareness

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