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| **SHERIN**  **ADMINISTRATIVE ASSISTANT** |  |

**Carrier Objective:**

Willing to work for a reputed organization where my potential and analytical skills will fully utilize and as effective team members. Seeks a suitable position in administration that allows me to implement my Skills and knowledge and at of same time that gives me an Opportunity to learn and adopt new technologies.

**Professional Experience:**

Total 1 Plus Years of valuable Experience in Office Administration.

**Kerala State Rural Roads Development Agency (KSRRDA), Trivandrum, Kerala, India**.

1 Year and 8 months experience (From January, 2011 to August 2012) as **Administrative Assistant.**

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office.

**Key Skills and Competencies**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands

**Technical Qualification:**

* B.Tech in Computer Science Engineering from Kerala University in 2009

**Computer Skills:**

* MS Office, Windows.
* Asp .Net, C#, MySql, Software Manual Testing.

**Personal Skills:**

* Comprehensive Problem Solving Abilities.
* Able to deal with people diplomatically.
* Sincere & Hardworking, Well-developed work ethics.
* Coordination, Good Supervisory skills.
* Ability to learn things fast. Ability to Work under Pressure.
* Self – Motivate , Self Confidence , Honest & Hard Working.

**Personal Details:**

Date of Birth : 13-07-1986

Nationality : Indian

Gender : Female

Marital Status : Married

Languages Known : English, Hindi, Tamil and Malayalam.

**Job Seeker First Name / CV No: 1716264**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

