CONTACT INFORMATION

**SHEFFIN SANOOJ**

**TO WHOMSOEVER IT MAY CONCERN**

**POST APPLIED FOR ADMINISTRATIVE ASSISTANT**

Sir/Madam,

Being on search for better prospects, I chanced to learn about your esteemed organization.    
As I am on the boulevard of developing a superior career, I have immense pleasure to choose such a firm like yours to have been of my future endeavor.

My past experience, which I gained from a few companies have vital role in mounting up my career to the highest level. In this honor and as I am so eager to consider new challenges, I submit my Resume seeking an excellent position in your esteemed organization.

I assure your good self that I will discharge all my duties to the utmost satisfaction of my superiors, if I am appointed.

Thanking you for your kind consideration. I certainly look forward to exploring the possibility further.

**R E S U M E**

**JOB OBJECTIVES**:

To pursue a versatile and goal oriented career using my skills for the development of the organization and to grow myself along with the organization.

**STRENGTH & CAPABILITES:**

* Able to communicate complex issues with good presentation skills
* Self-motivated and adaptable to be able to work with minimal supervision
* Good interpersonal skills and provide invaluable dynamic to the team.
* Highly developed written and verbal communication skills.
* Active, helpful and contributing team member
* Good telephone management and pleasing personality.

**EDUCATIONAL QUALIFICATIONS:**

* B.TECH IN ELECTRONICS AND COMMUNICATION, KERALA UNIVERSITY 2008-2012
* PLUS TWO-SCIENCE,HSE BOARD KERALA,2006-2008
* S.S.L.C-GENERAL,PUBLIC EDUCATION,KERALA,2006

**COMPUTER PROFICIENCY**

* Platforms : WINDOWS XP, WINDOWS 7, MS. OFFICE , TALLY PEACHTREE
* CISCO CERTIFIED NETWORK ADMINISTRATION

**WORK EXPERIENCE**

**CURRENT WORK EXPERIENCE IN UAE**

Name of Organization : Al Alhan Tech Cont, Sharjah, UAE.

Position Held : Secretary cum Administrative Assistant

Duration : Nov 2013 to Till date

Responsible for all the administrative processes within the office as well as providing general secretrarial support to enable the smooth and effective running of the office.

**Duties**

* Following standardized company procedures relating to all aspects of office performance.
* Answering incoming calls in a professional manner.
* Maintaining suitable and sufficient office stationary levels.
* Processing of all the payroll on a weekly basis.
* Updating databases with confidential and relevant information.

**AREA OF EXPERTISE**

* Financial Administration
* Office Procedures
* Typing and Word Processing
* Key board skills
* Filing
* Reception Duties
* Office Management

**PERSONAL DETAILS:**

Date of Birth : 11/09/1990

NATIONALITY **:** Indian

Place of Birth : Kollam, Kerala, India

Marital Status : Married

Languages known : English, Hindi, Malayalam

**Job Seeker First Name / CV No: 1823046**

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

