**RESUME**

 

**PRINCY**

Email: **PRINCY.332746@2freemail.com**

**OBJECTIVE**

An MBA specialized in corporate law who is keen to get an opportunity to develop and apply the skills for the betterment of the organization, working with rendering maximum output and efforts to the best of the ability.

 **PROFFESSIONAL STRENGTH**

'Can Do' Attitude.

Excellent interactive skills, Team building and Team leadership.

Skilled at organizing tasks and establishing priorities to increase efficiency and achieve maximum results.

Capable of adapting to new environments and capable of working under maximum pressure.

A good team player with excellent problem solving skills.

**ACADEMIA**

* **BA ENGLISH LITERATURE FROM KERALA UNIVERSITY**
* **MA ENGLISH LETERATURE FROM KERALA UNIVERSITY**
* **MBA (ISBM) SPECIALIZATION IN CORPERATE LAWS**

**ADDITIONAL QUALIFICATION**

* **DIPLOMA IN TRAVEL & TOURISM (IATA) , Kottayam, Kerala , India.**
* **DIPLOMA IN NCFM (IRDA) Ernakulum, Kerala, India.**
* **DIPLOMA IN COMPUTER APPLICATION – MS office, Internet Browsing, Tally& other Commercial Software applications.**

**EXPERIENCE**

Worked as an **ADMINISTRATIVE ASSISTANT** at Palakad ,Kerala, India. P K DAS Insitute of Medical Sciences.(3 years).

* Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:** Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

Worked as a **Medical Records Coordinator** and an **Administrative Assistant** at **Mount Zion Medical** **College** at Chayalode,Adoor,Pathanamthitta .(1 year)

* Worked with **St.Bursuomas Public School** as an **In-Service Teacher Trainer** at Mavelikkara Kerala ,India.(**3** years)
* Teaching English literature for 8th Standard to 10th Standard Students.
* Conducting PTA meetings periodically and interacting with parents for the betterment of children.
* Arranging weekly class tests for Students.
* Evaluating and take remedial measures.
* Encouraging students for extracurricular activities etc.
* **2** years worked with **TATA- AIG** as **Business associate** Cochin Kerala India

• Promoting and selling of best or economical insurance products and services
 that are appropriate for a particular customer.
• As per the customer requirements providing good services after convincing them
 about the advantages and benefits of the product.
• Assuring sound financial advisory services and customer support to the clients.
• Maintaining good relationship including good rapport with existing and prospective clients.
• With the help of Senior managers to chalk out well planned strategies and plans
 for the clients to achieve company’s business target in time etc.

* **3** years worked as **Branch Coordinator** with **National Stock Exchange** atKerala India.
* Arranging the duties to the staff
* Communicate with staff, management and customers.
* Handling incoming and outgoing calls from the clients/customers and responding with appropriate & convincing solutions.
* Controlling all duties and related files & records, Documents control.

 Presently working as an**HR Cordinator** at Clairco International Contracting LLC.DIERA,DUBAI,

 U.A.E.

**LINGUISTIC ABILTIES**

 English, Malayalam, Tamil

**PERSONAL PROFILE**

Gender : Female

Marital Status : Married

Religion : Christian

Nationality : Indian

Date of issue : 07 .11. 2013
Date of expiry : 06.11.2023

Place of issue : Trivandrum, Kerala.

**DECLARATION**

I hereby declare that all the above details given by me are true to the best of my knowledge.