**BOMMI**

[**BOMMI.333028@2freemail.com**](mailto:BOMMI.333028@2freemail.com)

**Work Experience**

Worked as office Assistant for two months in GoodNews Channel Pvt ltd, Chennai

**Objective**

Seeking a challenging position in a leading organization, where my qualifications can be utilized to deliver Corporate results-besides enhancing my career prospects with the organization.

**Education –Professional Qualifications**

2001-2003 Master Of Business Administration Park’s College (India)

1999-2000 Post graduate Diploma Computer Applications Bits Information Technology (India)

1996-1999 Bachelor of Business Management Oxford College of Business Mgt (India)

1994-1996 Higher secondary Indian High School (Dubai)

**Project and Research**

Master of Business Administration-Employee Safety and Security (2002-2003)

Bachelor Of Business Management-Budget Preparation, Review and Estimates ( 1998 -1999)

Post Graduate Diploma in Computer Applications- Computerized Banking system (1999-2000)

**working experience in u.a.e**

worked as a receptionist cum Computer operator at samra electrical trading company in fujairah from 2013 June till 2014 september

**Achievements**

Project Report in M.S. Office

Participation Certificate in Case Analysis

Proficiency Certificate in Human Resource Development

Proficiency Certificate in Promotion Management

Gulf Mathematics Olympiad

**Computer skills**

Working knowledge of MS Office 2007(Outlook (Email), Word, Excel, PowerPoint)

**Personal qualities**

Diligent, reliable and trustworthy

Team player

Effective communication and interpersonal skills

**Personal information**

Date of Birth : 25 July 1978

Marital status : Married

Nationality : Indian

Language capabilities : English, Hindi, Tamil

Visa status : Visit Visa-Expiry date: 10January2017

Availability : Immediate

**Interests and Activities**

Organizing conferences, seminars, events