**CURRICULUM VITAE**

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**AIMEN** **AIMEN.335794@2freemail.com**

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**Career Objective:**

To obtain a challenging position in the industry wherein I can utilize and enhance my experience in a dynamic and stable workplace by applying my professional skills in the best possible way for the growth of the organization and add value to my career to attain the greatest possible heights.

June 2014 – May 2016

**Shah Networks (INDIA)**

**Admin/ Secretary**

**Job Description:**

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Track stocks of office supplies and place orders when necessary
* Submit timely reports and prepare proposals as assigned
* Assist HR Head for the Contract and Personnel Action Form.
* Follow-up / Completion of Pre- employment Requirements.
* Update the Recruitment Monitoring Performs other tasks as may be assigned by the Human Resource Officer

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 Software Skills:

* **Programming Language**

 Operating Systems: Windows 7 & 8. Ms - Excel, Word, Power Point

## Academic Profile:

* Bachelor of Technology (Electricals & Electronics Engineering) from Jawaharlal Nehru Technological University (JNTU)-2012
* Intermediate From Board of Intermediate-2008
* Secondary School Certificate from Board of Secondary-2006

**Competencies:**

* Work effectively with diverse groups of people.
* Ambitious, Hardworking and committed to excellence.
* Dedicated towards work

## Personal Minutiae:

* Capable to communicate fluently, politely, sharing information and knowledge.
* Ability to adapt changes effectively.
* Good Communication skills ability to multitask.
* Hard working, convincing, honest and sincere.
* Ever willing to learn, my urge for learning new things is my greatest strength.

## Personal Profile:

Name : Aimen

Age : 25 yrs

Marital Status : Married

Visa Status : Visit Visa

Nationality : Indian

Languages Known : English, Urdu, Hindi & Telugu

##  DECELERATION :

I hereby declare that the above said details are true to the best of my knowledge and belief .If given opportunity, I will prove to be an assets to your esteemed organization with declaration and hard work