**CURRICULUM VITAE**

 

**SHAROOKH**

Email: :

SHAROOKH.338492@2freemail.com

Objective



To obtain a position where I can maximize my management skills, quality assurance and abilities in an organization, which offers high career growth, while being resourceful, innovative, and flexible to the company environment and explore myself to different and extreme limits.

Work experience



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| --- | --- |
| Innovative Solutions | April 2014— November 2016 |
|  **Office Admin / Assistant** * All Administrative duties include primary receptionist duties.
* All sales support, and maintaining expenses
* Answering and directing incoming calls and greeting, directing, and assisting visitors
* Planned and coordinated logistics and material for board meetings, committee meetings and staff events
* Maintaining general office tidiness, Direct administrative to FHL executive director
* Managed the internal and external mail functions.
* Scheduled client appointment maintained up to date confidential client files.
* Helped distribute employee notices and mail around the office
* Assisted with event planning, including associated travel and logistical arrangements
* Document Controlling (customer information form C.I.F)
* Tariff sheet and dongle managing, Inventory controlling
* Book keeping and Scheduling
* Maintaining contacts and calendars via Outlook; • Ordering, stocking, and distributing office supplies; • Making photocopies, sending faxes, shredding documents; • Planning and scheduling meetings and appointments

Attending and assisting with community events; • Assisting with other special projects related to design and exhibitions; • Running errands and performing miscellaneous job-related duties as assigned. |  |
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|   |  |
| Achievement* Leadership Award BA Fest
* Participated and team leader of Business outfit in KMM College arts and science
* Coordinator of BA Fest – Kerala-India
* Member of cultural activities in college
* Award Winner a study on the Employee grievances and welfare measures.

 Strength* Honest ,Integrity, Trust, Self Confidence, Patience, Interpersonal skills
* Leadership skills, Team Work
* Good listener, self motivated, quick learner

Linguistic Abilities * English
* Hindi
* Malayalam

  Personal Abilities* Excellent planning and organizational skills
* Problem solving skills
* Ability to organize & prioritize workload within any setting
* Ability to communicate effectively in English , both orally and in writing
* Ability to take responsibility and function under minimal supervision
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Education



SSLC March 2006— March 2007

Board of Kerala Examination

Higher Secondary Education June 2007 — March 2009

Board of Secondary Education

Degree in Bachelor of Arts May 2011 — March 2014

Mahatma Gandhi University

KMM College of Arts and Science

Tally.ERP 9 (Tally Institute of Bangalore) June 2015 \_\_ October 2015

Computer skills



Tally.ERP 9

 Microsoft Word Excel, PowerPoint , Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

(Certified from tally Institute Bangalore)

Personal Details

Gender : Male

Date of Birth : 03-07-1991

Place of Birth : Ernakulam, Aluva

Nationality : Indian

Marital status : Single

Languages known : English, Hindi, Malayalam,

Visa status : Visit Visa (March 2017)

References.

Reference shall be furnished upon request

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge. I am also

confident of my ability to work in a team.

Place :Abu Dhabi

Date :