Srikanth

Srikanth.339717@2freemail.com

To be a part of an Organization, which progresses dynamically and gives me a chance to update my knowledge and enhance my skills and be a part of the team that excels in work towards the growth of the organization.

**WORK EXPERIENCE :**

**Management assistant**

**ADCO - Abu Dhabi - 2008 to 2013**

**Duties and Responsibilities:**

➢ Preparation of repost for the Shareholders

➢ Stand in for Administration Assistant during annual leave

➢ Distributing confidential mail from the Executive Team members and other officials

➢ Filling documents on time with updates

➢ Arrenging meeting with the Shareholders and out side companies

➢ Photocopying of large reports and journals

**NOVA Educational Society**

Scholarship Incharge – 2013 to 2014

**Duties and Responsibilities:**

➢ Collect all hard copies from students, and submit to welfare offices.

➢ Always verify welfare offices until sanction scholarship forwarded to treasury office.

➢ We are always follow up e-pass website.

**Trinity Junior College**

Physics Lab Incharge 2014 to May – 2015

**Duties and Responsibilities:**

➢ Explain all experiments to students with theory and practicals.

➢ Manage as a Internal invigilation in an annual examination.

**EDUCATION :**

**B.Sc. in Maths, Physics and Computer Science**

Kakatiya University

**ADDITIONAL INFORMATION :**

**Technical Qualification:**

Ms Office, C, C++, DBMS and Visual Basics

**PERSONEL DETAILS :**

**GENDER : MALE**

**MATIRIAL STATUS : MARRIED**

**DATE OF BIRTH : 06-05-1981**

**NATIONALITY : INDIAN**

**RELIGION : HINDU**

**HABBIES : PLAYING CHESS & CRICKET**

**Visa Status : Visit Visa**

**DECLARATION :**

I hereby certify that above information furnished is true. If any discrepancies are found later , am liable for action by the company.