POSITION APPLIED FORADMIN



**ABDUL**

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OBJECTIVE:

To seek a position in an organization which provides me a continuous growth of knowledge and enhancement of skills while contributing to organizational needs.

EXPERIENCE PROFILE: (1 year)

COMPANY NAME : AYIN SOFT TECHNOLOGIES

DESIGNATION : DEVELOPER& ADMINISTRATOR

PERIOD : FEB 2016 – NOV 2016

JOBS AND RESPONSIBILITIES:

**AX SOFTWARE DEVELOPER:**

* Converting functional & technical requirements into customizations and modifications using Microsoft .NET and Microsoft Dynamics AX programming languages.
* The selected individual should have agly development experience and must be able to solve technical problems, write code to build, maintain, and support our ongoing Dynamics AX implementation project, and the integrations to the operational systems, applications and platforms around it.
* This is a key technical role of the internal team and is responsible for designing and creating code in an agley methodology.

**ADDITIONAL EXPERIENCE:**

* Handling and coordinating daily secretarial and administrative activities manger.
* Handling correspondences and communication also schedule and manage appointments and meetings.
* Prepares work priorities and distribute accordingly to office support staff.
* Strong documentation and reporting skills.
* Data entry of all kinds of Accounting and Non-Accounting based vouchers and handling with petty cash book.
* Filing documents, knowledge in setting up a filing system.
* Organize and maintain appointments.
* Handle daily normal secretarial tasks.
* Photocopying, mailing, faxing, dealing with correspondence and writing letters.
* Attend meetings, take minutes and distribute them
* Produce reports, documents and presentations
* Creating and maintaining office systems to deal efficiently with paper flow.
* Carry out specific projects and research as needed.
* Carry out other reasonable duties as needed.
* Organize and supervise all the administrative activities that facilitate the smooth running of an organization.
* Dealing with post and emails, monitor phone calls and control correspondences.
* Ensure filing systems are maintained and up to date & define procedures for record retention.
* Responsible for typing all the required forms, letters, correspondence letters both external and internal.

ACADEMIC PROFILE:

* Bachelor of Science in Computer Science Department under the M.S. UNIVERSITY with 77%

ACADEMIC PROJECT:

* **Title:** E-Tourism.
* **Theme:** The process of Checking Tour 0r Holiday Trip online.

AREA OF INTEREST:

* Office Assistant
* Document Controller
* Administration
* Secretary

STRENGTH:

* Calm and Strong minded at under pressure.
* Hard working and flexibility.
* Good communication skills and have the ability to learn quickly.

COMPUTER PROFICIENCY:

OS **:** WINDOWS 7, 8

PACKAGES **:** MS OFFICE-2007,2010.

TECHNICAL LANUAGES **:**Microsoft Dynamics AX 2012,X++.

INTERNET TOOLS **:**Chrome,Internet Explorer,Mozilla

PERSONAL PROFILE:

Date of birth : 02/11/1995

Status : Male / Single

Nationality :Indian

Religion : Islam

Language known : English, Tamil.

PASSPORT DETAILS:

Place of Issue :Madurai

Date of Issue :12/02/2015

Date of Expiry :11/02/2025

DECLARATION:

I hereby declare that the information provided above is true to the best of my knowledge and belief.