


# LOOKING FOR THE POST OF

**TEACHER**

Please scan to capture contact details

Looking

**SISIRA**

**SISIRA.351099@2freemail.com**

**OFFICE ASSISTANT - SECRETARY**

**CAREER OBJECTIVE**

Looking for a high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services. Aspiring to associate with an organization, which offers a congenial environment for growth.

**HIGHLIGHTS OF QUALIFICATIONS**

* Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations
* Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres
* Strong work ethic and superior interpersonal, customer service and communication skills.
* Excellent communicator, both written and oral.
* Team player; quickly and easily establish professional rapport with coworkers.
* Knowledgeable in Microsoft office applications (Word, Excel, Power Point, Office, etc.)
* Friendly, courteous, and with a good sense of humor.
* Excellent time management skills that allow for the multi-tasking of all responsibilities

**Education**

* Ms office **( in 2012 )**
* MASTER DEGREE **( MSc SCIENCE in 2011 )**
* BATCHELOR DEGREE **( BSc SCIENCE in 2009 )**
* Intermediate **( SECONDARY SCHOOL CERTIFICATE IN 2006)**
* Metric **( HIGH SCHOOL CERTIFICATE IN 2004)**

**Career History**

**ACE COLLEGE AT THRISSUR,KERALA**

**JOB TITLE : LECTURER In computer science**

**FROM : 2011 to 2013**

**RED BUDS ADVERTISEMENT COMPANY AT THRISSUR,KERALA**

**JOB TITLE : OFFICE ADMINISTRATIVE**

**FROM : 2013 To 2015**

**strengths**

* Skilled in computer knowledge ( ms office word excel etc,….)
* Client Service - Ability to respond to the clients and anticipate their needs.
* Document Use – Maintaining of operation log books and Ability to use and understand documents.
* Excellent communication - Can use language effectively to gather information and facilitate the exchange of ideas.
* Oral Communication - Skilled at oral communication and can express oneself in conversations and when addressing an audience
* Persuasive Communication - Skilled at both oral and written communication that can influence others
* Results Oriented - Achieves goals in a timely manner while providing excellent client service.
* **Very Strong** Ability to favorably represent the Company image to clients
* **Sound Ability** to work independently and in a team oriented environment

**hobbies**

* Reading Books.
* Listening to Music.
* Cooking…
* Searching in internet….

**Personal details**

Nationality: Indian

Marital Status: married

Visa status: visit visa (up to April 20)

Date of Birth: 29th July 1989
Language Proficiency: English, Hindi, Malayalam, and Tamil.

**declaration**

I hereby declare that all the above mentioned information is correct to my knowledge and I hear the responsibility for the correctness of the above mentioned particulars.

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