**CURRICULAM VITAE**

**TIJO**

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#### CAREER OBJECTIVE

Enthusiastic professional with 6+ years’ experience in **ADMINISTRATION &MARKETING**, office management is looking for an opportunity with a progressive organization where i can use my knowledge, skills and experience and reach the pinnacle with dedication and hard work

#### EDUCATIONAL & PROFESSIONAL QUALIFICATION

* MBA (HR &Marketing.) from Mahatma Gandhi University, with an aggregate of 60% in 2008.
* B Sc Botany from Mahatma Gandhi University, with an aggregate of 50% in 2006.
* Plus Two from the Board of Higher Secondary Education, Kerala with 50% mark in 2003.
* S.S.L.C. from the Board of Public Examination, Kerala with 55% marks in 2001.

**Projects Attended:**

* Organization study- a comparative study of united linked life insurance Polices with respect to MetLife insurance Kollam.
* Main project- . A consumption pattern of cement paints in Pathanamthitta District (Vembanadu Cements Kottayam).

#### WORK EXPERIENCE – 6 YEARS

**Worked as a Admin Executive in Precise Eye hospital, Trivandrum, Kerala, From Jan 2015 to Dec 2016.**

* Staff and operators salary preparation.
* Shift allowance, overtime, attendance, incentive preparation.
* Maintaining leave register and muster roll.
* ESI monthly statement and preparation.
* Obtaining temporary and permanent ID card.
* P.F monthly statement preparation and collection.
* Maintain records for suspension/termination, fine and deduction.
* Transport scheduling on the operation schedule.
* All salary related work on time.
* Responsible for short listing, preliminary interview, selection, induction etc

#### JOB EXPERIENCE IN MUSCAT, OMAN

**QUICK-HANDS TRADE LLC, MUSCAT, OMAN, FROM MAY 2012 TO NOV 2014.**

**POSITION: SALES& ADMINISTRATION CO-ORDINATOR**

* Manage all office related work and employees salary preparation on time.
* Provides input to management for the purpose of developing the on-going business strategy.
* Transport scheduling on the operation schedule.
* All salary related work on time.
* Responsible for shortlisting, preliminary interview, selection, induction etc
* Develops effective working relationships with internal functions both for Department and Group, ensuring effective links and co-ordination of input for the purposes of supporting the on-going business.
* Stationary stock maintaining and issuing
* Staff and operators salary preparation.
* Shift allowance, overtime, attendance, incentive preparation.
* Maintaining leave register and muster roll.
* Cultivated positive and enduring relationships with customers.
* Provides support to other departments of the organization and manages projects of the company.

#### JOB EXPERIENCE IN KERALA,INDIA

**WORKED AS A ADMIN EXECUTIVE IN IRIS EYE HOSPITAL,VARKALA FROM JAN 2011 TO MAR 2012.**

* Staff and operators salary preparation.
* Shift allowance, overtime, attendance, incentive preparation.
* Maintaining leave register and muster roll.
* ESI monthly statement and preparation.
* Obtaining temporary and permanent ID card.
* P.F monthly statement preparation and collection.
* Maintain records for suspension/termination, fine and deduction.
* Transport scheduling on the operation schedule.
* All salary related work on time.
* Responsible for shortlisting, preliminary interview, selection, induction etc

**RADO TYRES KOTHAMANGALAM,KERALA FROM JUL 2008 TO DEC 2010**

**HR &ADMINISTRATION TRAINEE**

* Assisting the HR Manager
* Handling the casual employees attendance details
* Handling the electronic punching machine.
* Arranging & Co-coordinating the employees meeting.
* Maintaining leave register and muster roll.
* Stationary stock maintaining and issuing.

#### TECHNICAL SKILLS& ABILITY

* Self-motivated and capable of working with others
* Ability to manage time well and effectively
* Excellent interpersonal , oral and written communication skills
* Ability to work under pressure
* Operating System: MS Office,Internet&DCA
* Flexibility to work with new technologies and enthusiastic to learn new things**.**

#### DECLARATION

I hereby declare that all details furnished above are true to the best of my knowledge and belief.

Place:

Date: