[Suma.360852@2freemail.com](mailto:Suma.360852@2freemail.com)

**OBJECTIVE:**

I am looking to be associated with a progressive organization that gives opportunity to apply my knowledge and I am keen to achieve professional development within a good official environment.

**EXPERINCE SUMMARY:**

**Jyothis Academy**

Kottayam(24 April 2013- 5 June 2014)

Administrative Secretary

Job Profile:

* Handles both clerical and administrative support
* Involved with the coordination and implementation of office procedures
* Have responsibility for specific projects and tasks and, in some cases, oversee and supervise the work of junior staff.
* Ordering and maintaining stationery and equipment, sorting and distributing incoming post and organizing and sending outgoing post.
* Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and programmatic support functions.

**Swastika Investmart Pvt. Ltd.**

Ottapalam (11 July 2011-may2012)

Office Administration

Job profile:

* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* making sure that there is enough stationery
* answering the telephone and passing on calls
* reception duties such as greeting and looking after visitors
* typing and setting up documents such as letters and reports
* keeping computer records up to date, filing and dealing with post
* using office equipment such as printers, photocopiers and fax machines
* managing staff appointments
* setting up meetings and taking minutes

**SOFTWARE EXPOSURE**:

Operating System : Microsoft Windows, 98, XP, 7

Languages : C, C++, COBOL, JAVA, Visual Basic

Database : Oracle 9i, Microsoft Access

Designing : Adobe Photoshop

**AREA OF INTEREST**

Software Development, Testing, Designing, Team Management.

**SUMMARY OF SKILLS:**

* Strong interpersonal skills
* Excellent on communication front
* Ability to perform even under pressure
* Energetic self started with good negotiating skills

**EXTRA CURRICULAR ACTIVITIES:**

* Attended National Level Technical Symposium at V.L.B. College Coimbatore.
* Presented a paper on Nanotechnology at Sri Krishna College of Arts & Science Coimbatore.
* Won Chess Tournament at College Level.
* Won second prize for Dance competition at College Level.

**EDUCATIONAL QUAIFICATION:**

* Passed BSc Degree in Computer Science from Nehru Arts & Science College, Coimbatore (Bharathiyar University) with an aggregate of 80% in the year 2011.
* Passed +2 Computer Science from Amrita Vidyalayam Ottapalam (CBSE) with 72% in the year 2008.
* Passed 10th STD from Amrita Vidyalayam Ottapalam (CBSE) with 80% in the year 2006.

**PERSONAL PROFILE:**

Date of Birth : 01. 08. 1989

Age : 26

Sex : Female

Marital Status : Married

Languages Known : English, Hindi, Tamil and Malayalam