

**BINOY**

**Any suitable job**

[**BINOY.362034@2freemail.com**](mailto:BINOY.362034@2freemail.com)

**Visa Status: VISIT VISA**

**(Availability: Immediate)**

**CAREER OBJECTIVE**

To be an integral part of the growth oriented organization and work in a challenging anddynamic environment. To contribute to the development of the organization which I represent and serve while concurrently upgrading my skills knowledge.

**EDUCATIONAL DETAILS**

* **Diploma in Nautical science**
* **HSE**
* **SSLC**

**JOB RESPONSIBILITIES**

* answer phones and transfer to the appropriate staff member
* take and distribute accurate messages
* greet public and clients and direct them to the correct staff member
* coordinate messenger and courier service
* receive, sort and distribute incoming mail
* monitor incoming emails and answer or forward as required
* prepare outgoing mail for distribution
* maintain office filing and storage systems
* update and maintain databases such as mailing lists, contact lists and client information
* retrieve information when requested
* update and maintain internal staff contact lists
* co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
* type documents, reports and correspondence
* organize travel arrangements for staff
* co-ordinate and organize appointments and meetings
* assist with event planning and implementation
* monitor and maintain office supplies
* ensure office equipment is properly maintained and serviced
* perform work related errands as requested such as going to the post office and bank

**PROFESSIONAL EXPERIENCE**

**KALYAN JEWELLERS INDIA.PVT.LTD**

**Oct 2015 to Feb 2017**

**Supervisor**

**TECHANICAL SKILLS**

* **Certified in MS office, MS word, Data entry,Internet &Email, Networking**

**LANGUAGE KNOWN:**

* **English, Hindi, Malayalam and Tamil**

**Personal Details:**

* **Date of Birth :** 21 june 1993
* **Nationality :** Indian
* **Marital Status :** Single
* **Visa Status :** Visit Visa

**DECLARATION:**

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: DUBAI Regards

Date