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| **Jiju IMG_1523****Contact:****Jiju.362242@2freemail.com****Nationality**:Indian**Date of Birth:**30-May-1985**Languages Known:**English, Hindi, Malayalam & Tamil**Personal Details:**Sex :MaleMarital Status : Married**Visa Status**: Free Zone Visa**Hobbies:**Music, Reading, Travelling.  | CAREER OBJECTIVEI am seeking a challenging position in a pleasant working environment, which will permit me to continue practicing and expanding my skill set and knowledge base. As a result of my analytical skills and ability to learn new tasks quickly, I am willing to accept a position in an exciting new field.SUMMARY OF PROFESSIONAL EXPERIENCE & STRENGTH* Total 6 Years’ experience in Office Administration & customer service.
* Bachelor in Economics & pursuing MBA in International Business Management.
* Ambitious, Enthusiastic, Motivated, Hardworking and an all-around team player.
* Strong communication, documentation, planning, organizational, analysis and problem solving skills Knowledge of AutoCAD.

WORK EXPERIENCE**American University Of Ras Al Khaimah, UAE**Position: - **Facility supervisor**Duration: -3 Years& 2 Months (01–Jan– 2014 to Present)**Responsibilities:*** Assist the Facilities Manager in all aspects of project implementation as needed.
* Manage the Security access-control database in conjunction with the Security Contractor
* Represent the Facilities Department in inter-departmental meetings to support and facilitate
* Coordinate all Facilities activities, work direction, and support systems.
* Independently maintain and update administrative policies and processes.
* Set up, maintain, and organize department's central files, information, filing, and messages.
* Assist facilities staff in locating parts, supplies, and materials.
* Assist Inventory system management program in the university

**Rotana For Security & Guarding, Ras Al Khaimah - UAE,** Position: - **Facility coordinator**Duration: -3year (21 – Oct – 2010 to 26 – Oct - 2013)**Responsibilities:*** Prepared and maintained records of key issued and ensured building security
* Coordinated building system inspection.
* Ensured all facilities available during functions and conference.
* Ordered and maintained supplies for department.
* Coordinated in maintaining building and its system
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|  | **ICICI Bank**Position: **Sales & Administration officer**Duration: - 1 year (21 – Aug – 2009 to 15 – Oct – 2010)**Responsibilities:*** Key Products handled: Mortgages, Business Loans & Personal Loans.
* Handled Loan Processing (data input & loan Setup), Loan Disbursements, Financial Transactions, Credit Checks and Documentation Checks of Retail - Secured & Unsecured products.
* Verification & Check signatory and disburse cases.
* Reported to Unit Manager

**Vodafone Essar Ltd. India**Position:  Customer Verification OfficerDuration: - 1 year (07 –Apr 2008 to 30 - Jul - 2009)**Responsibilities:*** Verifying the postpaid customer with available ID details.
* Meet the customer and provide proper directions and assist them to use their current plans.
* Assist customers to pay their mobile bills without any hassle.
* Reporting to Area Manager

ACADEMIC SUMMARY* **Bachelor of Arts** in **Economics** from Calicut University, Kerala, India.
* **National Trade Certificate Industrial Training Institute (ITI)** Malampuzha, Kerala India.
* **Higher Secondary Education (Plus 2)**Board of Higher Secondary Examination
* **Technical High School Leaving Certificate (THSLC)** from Dept. of Technical Education- Kerala

**Additional Qualifications*** **Diploma in PSA (Passenger Service Agent) from Cabin Crew Direct, U.K.**
* **Microsoft Word, Excel, Power Point, Microsoft Outlook & Diploma in Financial Accounting**

DECLARATION I hereby declare that the above mentioned are true to my knowledge and best of my belief. |