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| **Jiju IMG_1523**  **Contact:**  [**Jiju.362242@2freemail.com**](mailto:Jiju.362242@2freemail.com)  **Nationality**:  Indian  **Date of Birth:**  30-May-1985  **Languages Known:**  English, Hindi, Malayalam & Tamil  **Personal Details:**  Sex :Male  Marital Status : Married  **Visa Status**:  Free Zone Visa  **Hobbies:**  Music, Reading, Travelling. | CAREER OBJECTIVE  I 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 |
|  | **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 Officer  Duration: - 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. |