LITTO

LITTO.364153@2freemail.com

**To,**

**HR MANAGER,**

**Dated: Thursday, March 30, 2017**

**Dear Sir/ Madam,**

**Please find attached my resume for the mentioned position. It is with great anticipation that, I present my resume to you for this vacancy as I firmly believed that I perfectly qualified for the role. I am self-motivated, friendly and enjoy being in office environment. I consider myself to be an enthusiastic person who performs all office tasks to the highest standard and within given time scale. My core strength includes-**

1. **Competent level with Microsoft office.**
2. **Problem solving ability.**
3. **Ability to confidently communicate to senior level staff.**

**I am responsible for the all aspect of the day to day running of the filling, copying, report writing and invoicing jobs. I consider myself to be qualified in all competencies that you want from a candidate.**

**In closing I would like to thank you for your consideration,and I look forward to discussing the possibilities with you in greater detail in near future.**

**Thanking you.**

**Sincerely,**

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**CURRICULAM VITAE**

**LITTO**

**Applied Post: HR Assistant,Administration Assistant,Computer Operator.**

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**CAREER OBJECTIVE**:

**To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of an Organization**.

**EDUCATION QULAIFICATION**:

* **10th and 12th(C.B.S.E) From Rajasthan,Bhiwadi.**
* **Completed B.COM From St. Stephens College,Pathanapuram.**
* **Completed MBA in HR From ICFAI University, Tripura**.

**TECHNICAL SKILLS:**

**Thorough working knowledge such like as MS Office, Power point, Excel & tally.**

**PERSONAL ABILITY:**

* **Ability to prioritize task.**
* **Punctual and reliable.**
* **Can work without supervision.**
* **Ability to cope and work under pressure.**
* **Good written and verbal communication skills.**
* **Ability to work as part of team.**
* **Having a patient outlook.**
* **Able to motivate and negotiate with the people.**
* **Flexible in work.**

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**WORK EXPERIENCE:**

**Organization Name –FEATHER TOUCH CERAMICS PVT. LTD. Designation: Administrative Assistant :From 15/5/2013 to 31/7/2014**

* **Perform various clerical duties such as documenting, photocopying, faxing, mailing and organizing filling system.**
* **Responsibility to handle the telephone enquiries.**
* **Collecting and mailing correspondence.**
* **Providing general information to customers.**
* **Maintain office operations of supplies and equipement.**
* **Provide general information to customers.**
* **Supervise other clerical staff.**
* **Assisting the administrative manager in performing the office work.**
* **Creating presentation and writing up reports.**
* **Maintain the office database retrieved and organized information for individual employees .**
* **Keeps employee records up to date by processing employee status changes in a timely manner.**
* **Convey the policies and rules to the employees.**
* **Track the daily attendance of the employees.**
* **Handle the all other responsibilities related to the job.**

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**PERSONAL INFORMATIONS**

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| **HUSBAND'S NAME** | **: ROY**  |
| **DATE OF BIRTH** | **:6 NOV 1988** |
| **PLACE OF BIRTH** | **:PATHANAPURAM** |
| **NATIONALITY** | **:INDIAN** |
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**RELIGION & CASTE**

**MARITAL STATUS**

**MOTHER TONGUE**

**LANGUAGE KNOWLEDGE**

**HOBBIES**

**: CHRISTIAN (Orthodox)**

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**: MARRIED**

**: MALAYALAM**

**: ENGLISH, HINDI & MALAYALAM.**

**: Reading books, listening to Music, travelling.**

**DECLARATION**

**I hereby declare that all the above information are true and correct to the best of my knowledge and believe.**

**Place: DUBAI.**

**Date: Thursday, March 30, 2017**

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