**: From 12th December 2011 to 31 December 2016**

**: FEFKA (Film Employees Federation of Kerala), FEFKA Directors’ Union,Kaloor,Ernakulam)**

**: Administration Officer**

**Justine**

**Justine.368542@2freemail.com**

**Career Summary**

**A successful finance professional having over 10 years professional experience in management, accounting, and general administration in industries, firms and multi-national environments.**

**Account management experience practiced in transforming customer relations to that of valued business partner. Expert in consultative selling and translating technical solutions into compelling business opportunities. Adept trainer and presenter with talent for articulating message development and delivery to increase customer satisfaction and raise skill sets of team members. Proficient in, EXCEL, Windows OS and MS Office**

**Objective**

**I aspire to work in an atmosphere conductive for further learning, mutual exchange of knowledge and contribute my ability and experience to the growth of the organization. To be able to work in an organization where I could practice my skills in the field of my profession, learn new task to enhance.**

**Professional qualification Organization# 1**

**Designation**

**Period**

**Responsibilities included:**

**In charge of 18 affiliated Film Technician’s Unions. Registration of new Malayalam Films.**

**Arrangement of Executive, General Body Meetings of FEFKA& FEFKA Directors’ Union.**

**Coordinate the 18 affiliated unions’ & other federations’ correspondence. Dealing with Directors’ Union’s cash section.**

**Manage Union’s website & Social Media pages**

**Key Duties:**

**Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times**

**Handle Union Members on telephone and in person with queries and problems Train new employees in administrative tasks within the department**

**Maintain records and file data according to category Oversee payroll systems to ensure smooth running**

**Communicate with management, staff, suppliers and customers to ensure a pleasant work environment**

**Organization# 2** **: Muthoot Finance Ltd, Pala, Kerala, India.**

**Designation** **: Administration Executive.**

**Period** **: From 18th September2010 to 30th November 2011.**

**Responsibilities included:**

**Office Co- ordination.**

**Collect customers list from local areas and contact and meet them. Meet new customers and introduce the Company’s products.**

**Producing weekly reports on Customers flow and progress. Dealing with Money Transfer and Forex section**

**Dealing with all ad response and contacting potential customers and inviting them for Branch visit.**

**Dealing with Cash section.**

**Coordinates with other office coordinators and the administrative staff on all Intra-unit operations and procedures.**

**Achieve the company’s targets.**

**Organization #3: We-2 Media House, Pala, Kerala, India.**

|  |  |  |
| --- | --- | --- |
|  | **Designation** | **: Office in charge/ Sales in Charge** |
|  | **Period** | **: From 19th May2005- 31 stAugust 2010** |

**Responsibilities included:**

**Administrative responsibilities:**

**Liaise with Accounting Department. Ensure the smooth administration. Manage Advertisements.**

 **Preparing purchase details.**

**Filing and arranging registers. In charge of office items.**

 **Receiving and attending customers.**

**Identifying and determining customer needs. Displaying and demonstration methods.**

 **Making Sales Promotion.**

 **Handling credit and collection.**

**Educational Qualification**

* **Bachelor of Communicative English– Mahatma Gandhi University, Kottayam, Kerala, India – March 2001**
* **Pre-Degree-Commerce- Mahatma Gandhi University, Kottayam, Kerala, India –1998**
* **S.S.L.C-Board of Examination, Kerala-1996.**

**Specializations**

**Business Communication & Office Management. Entrepreneurship Development.**

**Print Media & Journalism**

**Advertising & Copy Writing,**

**Public Relations, Theory &Practice**

**Mass Communication &Broadcasting Media- Radio T.V and Film Production. Remedial Grammar& Reading Skills.**

**Applied Phonetics& Conversational English. Creative Writing & Translation Studies.**

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| **Personal Details** |  |  |
| **Sex** | **: Male** |
| **Marital Status** | **: Single** |
| **Date of birth** | **: 13-04-1981** |
| **Languages Known** | **: English, Malayalam, and Hindi.** |
|  |  |
| **Visa Status** | **: Visit Visa (21-APR-2017 to 19-JUN-2017)** |
| **Achievements:** |  |

**Chief Editor of College Daily (1999-2000) Secretary of Film Club( 1998-2000)**

**Computer Knowledge**

**Diploma in Computer Application**

**Interests:**

**Computers, Internet, Music, Films**

**Declaration**

**I hereby declare that the above details are true to the best of my knowledge and belief.**