|  |  |
| --- | --- |
| YESHUDAS **VISIT VISA valid till 30th NOV 2017.**YESHUDAS.372942@2freemail.com  | C:\Users\ABETH\Desktop\20170904-113322_p0.jpg |
| Objectives |
|  |
| To work with a progressive and esteemed organization where my skills and knowledge is utilized the most which leads to the progress of organization and self.  |  |
| I would like to do some innovative, creative and challenging sort of job by sharing and applying my knowledge to the best for achieving the desired organizational goals. |  |

|  |  |
| --- | --- |
| Work Experience |  |
| **Eclinical works pvt . ltd****Senior Admin Executive.****From March 2014 to JUNE 2017** eClinicalWorks is a privately held leader in ambulatory clinical solutions. Its technology extends the use of Electronic Health Records beyond practice walls and creates community-wide records. **Duties & Responsibilities**.* Office Administration (Looking after all Office resources, rentals, utilities, staff, discipline, records, insurance, cards, uniform at high standards).
* Project Support (Coordination, procurement and assurance facilities availability on each site).
* Follow quality service standards and comply with procedures, rules and regulations
* Transport Management (looking after all vehicles, documents, placement etc in place. Making roster for employee availing office transport pick up drop facility.
* Vendor Management (dealing with all vendors, suppliers, clients).
* Facilities Management (Labor accommodations, resources, facilities, allocations etc in place.
* Meeting room booking guest house booking hotel room for client’s air ticket booking. Handling facilities like cafeteria, housekeeping, security and maintenance. Making their attendance briefing them on their duties and responsibilities on daily basis.
* Maintained checklist for entire floor maintenance related problems.
* Checking boss cabin cleaning and maintenance related problems.
* Access card control activation and deactivation of employee access card.
* Maintaining records of employee’s workstation, drawer’s keys, and cupboard keys.
* Maintaining records of resigned employees. And sending the same report to the hr on daily basis. CCTV monitoring. Access door control. Coordinating with the vendor for the same.
* Ordering washroom utilities on monthly basis and maintaining a checklist for the same.
* Handling facilities like cafeteria, housekeeping, security and maintenance.
* Making their attendance briefing them on their duties and responsibilities on daily basis.
* Maintaining headset records of employees according to the shift and workstation number.
 |
|

|  |  |
| --- | --- |
| Qualification |  |

 |
| * GRADUATE (B.COM) in 2016 – 2017.
* HSC Passed (Commerce) in 2013-2014.
* SSC Passed in 2007-2008.

|  |  |
| --- | --- |
| CERTIFICATION & COMPUTER KNOWLEDGE |  |
| **MS-OFFICE CERTIFICATE from Hope International.****Successfully Completed TALLY 7.0 ERP from Hope International.****MS Office (Excel, Word) Internet and E-mail Applications.**  |

 |  |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
|  |
|  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
|  |

 |

|  |  |
| --- | --- |
| HOBBIES & INTEREST |  |
| Listening Music. Like to go for tracking.Like to Play Cricket/Carom/Football/Chess.

|  |  |
| --- | --- |
| Declaration |  |
| I hereby declare that the information furnished above is true and correct to the best of my knowledge.  |

 |

|  |  |
| --- | --- |
|  |  |
|  |