

AREAS OF EXPERTISE

*Administration*

*Accounting*

*Operations*

*Sales*

*Marketing*

*Port marketing*

*Logistics*

*Documentation*

LANGUAGES PROFICIENCY

English & Malayalam

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Arabic & Hindi & Tamil

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Shahin

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# PERSONAL SUMMARY

*Seeking a career to utilize my knowledge, personal skill to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly*

# CAREER HISTORY

## Company: CHIRAKKAL STEELS LTD

## Position : Administrative Assistant

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**Period : 12th March 2017 to 28th January 2018**

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## Duties:

* Provide administration support to the management
* Preparation of documents
* Submitting Bank details
* Preparations of Dealer documents
* Handling employees

SKILLS AND COMPETENCIES

* Participated two days’ workshop on Indian Financial Market conducted by Karvy Stock Broking Private Ltd at Happy Valley Business School, Coimbatore
* Member of National Service Scheme (NSS) Club from 2010-2012.
* Participated two days Business Communication Course conducted by happy Valley Business School.
* Acted as Commerce Association Secretary in College union (2011-2012).
* Attended two day workshop by KARVY stock broking.
* Attended tally workshop at happy valley business school, Coimbatore.

PROFESSIONAL

TRAINING

*TALLY ERP 9*

*Ms Office*

*SPSS*

*TORA*

PERSONAL SKILLS

*Leadership Skill*

*Able to Work under*

*Pressure*

*Good Communication*

*Problem Solving*

*Analyzing Information*

*Professionalism*

PERSONAL DETAILS

*Nationality: Indian*

*DOB: 23/12/1994*

*Gender : Male*

*Religion : Muslim*

*Marital Status: Single*

*Visa Status : Visit Visa*

## SUMMER INTERNSHIP (MBA)

* Topic : Organizational study
* Subject : An organizational study at MIRACLE elastomer
* Duration : 1 Month
* Description : To understand the overall function of an Organization

# FINAL YEAR PROJECT (MBA)

* Topic: ‘‘A study on customer awareness towards Oyo rooms with special reference to the hotels in calicut”
* Duration: 4 Months

ACADEMIC QUALIFICATIONS

* **Master of Business Administration**

**Anna University Chennai (July 2015 - May 2017)**

* **Bachelor Degree ( B.com Co-operation )**

**Calicut University (August 2012- April 2015)**

* **Kerala State Board of Public Examinations**

**HSE, India (March 2012)**

* **Kerala State Board of Secondary Education, India**

**(March 2010)**

DECLARATION

I do here by declare that particular information and facts stated above are true to my knowledge and belief