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| |  | | --- | | DSC_1428cp.JPG | |  |   **EBIN**  **Contact Details:**  **Email :** [**ebin.380038@2freemail.com**](mailto:ebin.380038@2freemail.com)  **Passport Details:**   |  |  | | --- | --- | |  |  | | **Place of issue** | **:Cochin, Kerala, India** | |  |  | | **Date of expiry** | **: 10/07/2023** | | **Visa Status** | **: On Visit Visa** | |  |  | | **Current Location** | **: Dubai** |   **Nationality:**  **Indian**  **Date of Birth:**  **01-Dec-1992 (25 Years)**  **Languages Known:**  **English, Malayalam, Tamil**  **Personal Details:**  **Father’s Name : P.D**  **Sex : Male**  **Age : 25 years**  **Marital Status : Single**  **Hobbies:**  **Playing Badminton, Cricket, Listening to music** | |  | | --- | | **CAREER OBJECTIVE** |   Seeking a position as an Office Administrator. To work in a challenging and dynamic environment, which gives me an opportunity to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity  **Profession: Office Administrator**  An Office Administrator with 3 Years of experience in reputed organizations in India. Performed office administrative tasks such as Managed daily office operations, planning and coordinating meetings, handling office mails, Documentation and IT related operations.  **Career Summary**   * Following standardized company procedures relating to all aspects of Office performance. * Documentation and IT related operations. * Resourcing of candidates and appropriately advertising for and recruiting place-able staff. * Sourcing candidates C. V’s from various job boards or other media sources. * Arranging interviews and confirming interviews by email. * Coordinating and communicating activities for the Office, including all employee events. * Participated in full cycle recruitment process.  |  | | --- | | **ACADEMIC PROFILE** |  * Post Graduation – MBA – HR from Sikkim Manipal University - India * Graduation – Bsc.Computer Science - 2013 - Mahatma Gandhi University - Kerala - India * Pre-Graduation – 2010 - Board of Higher Secondary Examination - Kerala – India * Matriculation – 2008 - Board of Public Examinations - Kerala – India  |  | | --- | | **SKILLS** |  * Developing and implementing disciplinary policies. * Provide administrative and clerical support to office staff to run office efficiently. * Work effectively with various departments to complete assigned tasks within office time and work overtime if required. * Manage and enter data to existing databases, spreadsheets and generate required reports on demand. * Administer all bookkeeping activities, post accounting data and compare invoices with purchase orders to check accuracy. * Perform research and compile information for reports, forms, records and other similar documentation. * Maintain financial records and customer information in computer databases for quick retrieval and analysis. * Maintaining good internal communication within the company. * Assist in payroll preparation by providing relevant data, like absences, bonus and leaves. * Supervise t entire human resource activities of office that include administration of health insurance, handle employment forms, HR projects, meetings, training seminars  |  | | --- | | **Computer Exposure** |  * Have experience and expertise in installation of various software and Operating systems namely Windows UNIX * Expertise in the usage of MS office tools namely Word, Ms-Excel, Power point, Ms-Access * Have Expertise in using search engine tools and internet  |  | | --- | | **Work Experience** |  |  |  |  | | --- | --- | --- | | **Name of Organization** | **Designation** | **Duration of Work** | | Shalimar Vitrified and Sanitaries | Office admin | October2014-Dec 2016 | | Shalimar Marbles and Granites | Office admin | Jan 2017-Feb 2018 | |

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| **DECLARATION** |

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