SHARUK [sharuk.381139@2freemail.com](mailto:sharuk.381139@2freemail.com)

CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills to develop and expand existing customer sales, brand and product evolution, media endorsement and ability to work well with people.

Skills

|  |  |  |  |
| --- | --- | --- | --- |
| * Strategic planning * Client relations * Research * Critical and creative thinking * Basic maintenance * Oral and written communication * Proficient in Auto cad * Team leadership | * Digital Marketing * MS Excel * MS Office * MS Power Point * Documentation * Seminars * Coordination * Analytical problem solving |  |  |

WorkHistory

June 2017-March 2018

ADMINISTRATOR/DOCUMENT CONTROLLER | ALMA INDUSTRIES | KOLLAM, KERALA.

* Ensured that client inquiries were handled professionally and efficiently.
* Expert in Microsoft Office, with a focus on Excel.
* Identified issues and crafted unique and immediate solutions to remedy them.
* Created alternative business plans to improve customer relationships.
* Answered telephone inquiries from clients, vendors and the public.
* Created detailed expense reports and requests for capital expenditures.
* Helped distribute employee notices and mail around the office.
* Oversaw budget and tracked expenses against plans.
* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers.
* Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management.
* Opened, sorted, and distributed incoming messages and correspondence.
* Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices.
* Greeted visitors and determined to whom and when they could speak with specific individuals.
* Recorded, transcribed and distributed minutes of meetings.
* Directed hiring and recruitment of personnel in all departments.
* Increased revenue by developing key programs focused on promoting the business.

February 2015 – April 2017 (PART TIME)

ADMINISTRATIVE ASSISTANT |QUILON GRAPHICS |KOLLAM, KERALA

* Increased revenue by developing key programs focused on promoting the business.
* Greeted all clients and visitors, ensuring that they received outstanding first impression of the company.
* Maintained all office equipment including printers, copiers, and computers.
* Assisted with office shipping and the mass mailing of thousands of monthly invoices to the company’s clients.
* Coordinated and scheduled meetings/travel for staff members.
* Prepared expense request forms for the Administration Department.
* Monitored office supplies and replenished stock as necessary.
* Maintain and update up to 15 budget spreadsheets for all projects, reconciling any errors.
* Assist principals in drafting and editing in memos, reports, and proposals.
* Perform routine clerical tasks such as mailing, copying, faxing, filing, and scanning.
* Screen over 50 phone calls daily, taking messages and routing calls when necessary.
* Reached out to clients collected data wrote sales reports and attended regular meetings.
* Performed duties as assigned.

Education

2018

B.Tech: *MechanicalEngineering*

MES Institute of Technology and Management, Kollam, Kerala.

HOBBIES

* Reading Books
* Researching
* Blogging
* Driving
* Playing Cricket

PERSONALDETAILS

Sex : Male  
Nationality : Indian  
Languages Known : Malayalam, English, Tamil and Hindi  
Date of Birth : 14/12/1995

Visa Status : Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.