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| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | |  | | --- | | **E:\Softs\MY IMP DOCS\Shyma passport foto1.jpg** |   **Shyma** | | **Citizenship:Indian ▪ Date of birth:20th October 1992** | | |  | | --- | | **Contact** | | **E-mail :** [**shyma-393657@2freemail.com**](mailto:shyma-393657@2freemail.com) | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | Seeking a position to utilize my skills and abilities in an industry that offers professional growth while being innovative and flexible. | |  | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2014**  **2010**  **2008** | **Bachelor of Engineering - *“Computer Science Engineering”***  Govt Engineering College - Attingal(Cochin University of Science &Technology)  **Senior Secondary**  Girls Higher Secondary School, Attingal, Trivandrum  **Secondary**  KTCT EMR Higher Secondary School,Kaduvayil, Trivandrum | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Office Administrator & HR Support**  **Techno Park, Trivandrum**   * Deliver high level, complex, and diversified administrative support for this multidimensional, multilocation Company * Took additional responsibilities such as recruiting personnel, managing branch wide development * Respond to all inquiries quickly and offer resources on company Brochures, Application Licensing etc to assist in the value-added service to the Clients * Responsible for a broad range of clerical functions including screening and handling telephone communications; initiating correspondence; prioritizing mail; and preparing documents for client meetings, reporting to Branch Head. | **1 year 6 months** | | | |
| |  |  | | --- | --- | | **Key Skills** | | | * Very creative, innovative and self-motivated. * Strong analysis power, problem resolving ability and full of energy. * Expertise in designing attractive presentation and demonstrations. * Exceptionally good communication skills both verbally and written. * Proficient ability of management & customer service. | | | **Certifications & Trainings** | | | **Certified in MS Office 2010**  **Udemy Course completed in Office Administration** |  | | |
| |  |  |  | | --- | --- | --- | | **Core Competencies** | | | | * Office Administration * Event Planning * Customer Service | * Training & Development * Travel Arrangements | * Executive Support * Employee Relations * Payroll & Reporting | | |
|  | |
| |  | | --- | | **Computer Proficiency** | | **Operating System : Windows 7,10, Server 2008**  **Office Productivity : Office 2016, Adobe Acrobat, Payroll Systems, Office Equipment’setc.** | |  |  |  | | --- | | **Personal Profile** | | |  |  | | --- | --- | | **Age** | **25** | | **Sex** | **Female** | | **Marital Status** | **Married** | | **Nationality**  **Domicile** | **Indian**  **Kerala** | | **Visa Status**  **References** | **Husband Visa**  **References available upon Request** | | | |
| |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Malayalam**(native) | **English, Tamil** |  | | | |
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| **Achievements** |
| * Active Member of Intellectual Students Team Desk during Graduation * Achieved First Prize in various District Level Youth Festivals * Team Lead in Inter College Technical Fest -2014 |

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| **Declaration** |
| I hereby declare that everything stated above and the information provided is true to the best of my knowledge.  Place: Dubai Shyma |