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| **E:\Softs\MY IMP DOCS\Shyma passport foto1.jpg** |

**Shyma**  |
| **Citizenship:Indian ▪ Date of birth:20th October 1992** |

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| **Contact** |
| **E-mail :** **shyma-393657@2freemail.com** |

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| **Profile** |
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| **Objective** | Seeking a position to utilize my skills and abilities in an industry that offers professional growth while being innovative and flexible. |
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| **Education** |
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| **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 |

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| **Work Experience** |
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| **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** |

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| **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.
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| **Certifications & Trainings** |
| **Certified in MS Office 2010****Udemy Course completed in Office Administration** |  |

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| **Core Competencies** |
| * Office Administration
* Event Planning
* Customer Service
 | * Training & Development
* Travel Arrangements
 | * Executive Support
* Employee Relations
* Payroll & Reporting
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| **Computer Proficiency** |
| **Operating System : Windows 7,10, Server 2008****Office Productivity : Office 2016, Adobe Acrobat, Payroll Systems, Office Equipment’setc.** |
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| **Personal Profile** |
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| **Age** | **25** |
| **Sex** | **Female** |
| **Marital Status** | **Married** |
| **Nationality****Domicile** | **Indian****Kerala** |
| **Visa Status****References** | **Husband Visa****References available upon Request** |

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| **Languages** |
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| **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 |