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**CONTACT DETAIL:**

Email: [rejin-394704@2freemail.com](mailto:rejin-394704@2freemail.com)

**PERSONAL DETAILS:**

Marital Status: Single

Date of Birth: 30-14-1991

Place of Birth: Kerala, India

Expected Salary: Negotiable

**CORE COMPETENCIES:**

* Administrative Skills
* MS Excel all versions proficiency
* HR Coordination and activities
* MS office and presentation knowledge

REJIN

PROFILE

Highly motivated, Hard Working & driven by a challenging working atmosphere, having flair for effective communication and coordination with team members towards target achievements. With the ability to put in extra hours as and when the situation calls for.

OBJECTIVE

To work for the betterment of self and the organization through change for the good and a continuous pursue of success.

EDUCATION

## 2015 -2017 Co-operative College Kodungallur, Kerala, India

B.com Co-operation

## 2010 -2011 Govt. I.T.I Kalamassery, kerala, India

Front Office Assistant – Govt. Of India

## 2006 – 2008 V.C.S.H.S.S Puthenvelikara, kerala, India

HSC (Higher Secondary Certificate) – Govt. Of Kerala

## 2005 – 2006 V.C.S.H.S.S Puthenvelikara, kerala, India

SSLC (Secondary School Leaving Certificate) - Govt. Of Kerala

WORK EXPERIENCE

## From Oct 2017 to present

My responsibilities include (**As EDP INCHARGE& CASH OFFICER**)

* Effectively recording, maintaining, and reporting human resource information
* Accurate and timely performance of HR payroll System function
* Assist in training new employees. Support department personnel

as needed.

* Keeps management appropriately informed of area activities & of any significant problem.
* Attends and participates in meetings as required.
* Consulting with practice managers regarding employee turnover, absenteeism, change in work settings, employee motivation and recognition, and other employee related aspects
* working Knowledge about UAE Labor Law



Skills

**Well Versed with Operating Systems like:**

* **Windows 10, 8, 7& xp**
* **Typing speed 40 words per minute**
* **Proficient in MS Office Automation tools like:**
* **MS Word, MS Excel, MS PowerPoint etc.**
* **Well experience & Knowledge in MS excel(2013, 2013, 2007& 2003),**
* **Excel automation & Formulae (Manual and automated formulae updation for trackers and data maintenance monthly on periodic wise)**
* **ERP SOFTWARE KNOWLEDGE**
* **Updating data on ERP and ERP analysis**
* **Data analysis**
* **Excel data automation**

Languages Known

* **English**
* **Hindi**
* **Tamil**
* **Mother tongue is Malayalam**
* **Workload Prioritization**
* **Personnel management policies and procedures**
* **Document controlling**
* Handling Staff schedule, accommodation and transport facilities
* Staff’s VISA renewal, EID renewal ,medical and related VISA renewal and cancellation activities & follow up
* Handling cashier’s, daily bank deposits , arranging change(bills) for daily shop sales, monthly updation and maintain the allocated shop float (50000 dhs)
* Daily sales updation, ms excel related reports preparation& automation, Monthly reports preparation
* Daily invoice updation in the system
* Invoice correction checking, updation and dispatching
* Making purchase order request as per the shop stock requirement,
* Follow up the sales and stock comparison
* Clearing daily sold items from the system( POS verification)
* Document controller

## FEB 2014 –JUNE 2017

**Kerala, India**

My responsibilities include (**As OFFICE ASSISTANT)**

* General Office duties including answering phones, organizing files and general administrative duties
* Accounts payable processing, entering and balancing accounts for payments
* Process data entry on a daily basis
* Communicate with established and prospective customers
* Other duties as required.

## Nov 2011–January2014

**Kerala , cochi**

My responsibilities include ( **As Process Associate)**

* Processing of Accounts Payable documents in image capturing devices.
* Processing of invoices in document management system.
* Collect Production data and enter into Database

# DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief. The onus of responsibility lies with me in case there is any discrepancy in the information furnished above.

## REJIN