**Prakash**

**IT Executive**

E-Mail: prakash-397204@gulfjobseeker.com



Aspiring for challenging assignments in **Administration** with an organization of repute Skilled in planning and coordinating meetings, handling office mails, implemented meeting agendas and maintaining cordial relationship with the employees.

**PROFILE SUMMARY**



* A confident and highly organised administrative professional with **over 8 years** of experience in Administration, Coordination, Resourcing & Development, Performance Management, Employee Welfare and Administration
* Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
* Performed office administrative tasks such as planning and coordinating meetings, handling office mails, implemented meeting agendas and minutes, compiling data, creating reports, ordering office supplies, maintaining office library by cataloguing travel brochures, keeping records of the sold tickets both electronically and hard copy filing system.
* Demonstrated excellent knowledge and proficiency in using MS office suite that includes Excel, Word, PowerPoint, Outlook and OneNote
* Composed, prepared and proof read the correspondence, office memos, and reports for the office.
* Successful at motivating staff through clear communication and outstanding organizational skills

**AREAS OF EXPERTISE**



|  |  |  |
| --- | --- | --- |
| - Report writing & editing | - Phone, E-mail & direct | - Time Management & |
|  | communication | Prioritisation |
| - Team leadership & support |  |  |
|  | - Employee Relations /Welfare | - Information management |
| -Operation Coordination |  | system |
|  | - Account creation and update |  |
|  |  | - Research and data collection |

**EMPLOYMENT DETAILS**



**OPERATION EXECUTIVE at TATA CONSULTANCY SERVICE** (JUNE 2016–JANUARY 2020).

**Roles and Responsibilities**:

* Organizing online Assessment test for IBPS/AIIMS/RAIWAY/MBBS.
* Testing network setups and hardware before exams.
* Organizing orientations, training sessions and performance reviews
* Strong written communication skills for correspondence, reports and other company materials



**ADMINISTRATIVE OFFICER at JYOTHI TECHNOLOGIES** ( APRIL 2014–MAY 2016 )

**Key Result Areas:**

* Setup and maintain records, incorporating critical information and running high quality reports and analysis in the requisite style and formats.
* Managed daily office operations, communications, and office scheduling for company
* Led weekly staff meeting for office personnel
* Prioritized and completed assigned projects by required deadlines
* Data organization & upkeep, and miscellaneous tasks as required
* Making a record of the employees.

**Highlights:**

* Managed over 2,000 candidates per month
* Conducted training for invigilators
* Organized and managed events with attendance over 600 people
* Designed and adapted new strategies to increase efficiency and improve customer service
* Selected, Interviewed, and trained new operations employees
* Maintained discipline and improved working methods and plans and organizing new standards for the benefits of the company
* Worked with iLeon OS, DHCP, live monitoring software etc
* Assisted in all general office duties; including catered events/meetings, receiving and shipping, reception coverage, executive calendar scheduling and maintenance, and supply ordering
* Recorded information and maintained current documentation



**ADMINISTRATIVE OFFICER at MES TRUST PUBLIC HIGHER SECONDARY SCHOOL** ( JUNE 2011 - MARCH 2014 )

**Roles and Responsibilities: -**

* Upload all expenditure Vouchers in online programme
* Analyze and make report of documents regarding school meeting
* Maintaining/repairing computer Hardware and software Problems
* Making report on accounting statements
* Upload report on school management programs in educational online website

**EDUCATION**



|  |  |
| --- | --- |
| 2006-09 | **B.Sc** (Applied Electronics) College of Applied Science, Vadakkenchery, (University of |
|  | Calicut) |
| 2019- 2021 | **MBA (**Expected June 2021) (Bharathiyar University) |

**PERSONAL DETAILS**



Date of Birth: 27th March, 1988

Languages Known: English, Malayalam, Telegu & Tamil

**DECLARATION**



All the details furnished above are true to the best of my knowledge.