**Objective**

To obtain a position in a growth oriented, progressive company where I can apply my knowledge and skills to the overall growth and development of the company. The ideal atmosphere would be entrepreneurial and one in which new ideas are welcome and decision making is required.

**Profile**

Exceptionally detailed, organized, and highly accurate with an ability to successfully manage multiple tasks simultaneously. Well-developed interpersonal communication skills to work effectively with people from diverse professional and cultural backgrounds.

**Key Skills**

* Excellent computer skills such as Microsoft Word, Excel, Power Point, Outlook and all computer based applications for day to day work including internet applications
* Dedication and drive as a hard-working individual
* Superlative communication and team-building skills.
* Ability to maintain confidentiality
* Hardworking, flexible, self-motivated, and reliable.

**Work Experience**

Calibri Training and Development April 2015 – Present

Dubai

* Performing administrative tasks including tracking date and information, filing and records processing, managing day - to – day operations in the office.
* HRMS Integration

* Coordination and planning of educational events
* Coordinates flow of administrative and operational communications.
* Maintains daily flow of operational reports, inter office mails, external mails, and telephone.
* Offer administrative support for meetings, appointments and presentations and with other day-to-day operations.
* Developing relations with the Customers

**EDUCATIONAL ATTAINMENT**

* (2010 Incomplete) - Bachelors Business Management from MDIS (Singapore)
* (2007) Higher Secondary Education from Sree Sarada Vilasam Higher Secondary School, Kerala, India
* Bachelors in Business Administration (Currently Pursuing)

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Date of Birth | **:** | 17th March 1989 |
| Nationality | **:** | India |
| Marital Status | : | Married |

**First Name of Application CV No:** **473706**

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