Marwan ****

**PERSONAL SUMMARY**

 An effective communicator and a quick learner with dedication to succeed in mentioned profiles. Have experience in assisting ***Accounts, Administration.*** As a graduate in ‘***Human Resource Management***’ (MBA), I can easily get along with colleagues and senior management team on providing comprehensive support to day-to-day operations of the Company.

Currently, looking for a challenging career where my abilities valued. Objective is to serve my employer with best of my abilities those dually fulfill organizational and personal goals.

**ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **BOARD/UNIVERSITY COLLEGE** | **QUALIFICATION** | **PERCENTAGE** |
| Sikkim Manipal University DDE|Sensorium school of Management,Thrissur | MBA – Human Resource Management | 63 % |
| University of Calicut |Sre Krishna College, Guruvayoor | BA - English & Literature | 55 % |
| Higher Secondary Examination Board, Kerala | KNMVHSS Vatanappally | Plus Two (Commerce) | 74 % |
| Board of Public Examinations, Kerala, AIHSS Padoor. | SSLC | 69 % |

**CAREER HISTORY**

* **Marketing Company India Ltd**. (Thrissur - Kerala)
***Designation: Account/Administration Assistant***    -  6 months {Aug2013 – Feb2014}
Accounting Using Tally ERP and administration.
* **Prime Move Technologies India Pvt. Ltd**. (Kakkanad, Kerala)
***Designation: Administration Executive***     - 6 months{ Nov2012 – May 2013}

Responsible for recording all employee information such as personal data, attendance, administrative and secretarial supports when required.

* **Sharp Logic Computers and Marketing Co. Pvt. Ltd**. (Thrissur, Kerala)

***Designation: Office Assistant -*** *14 months {Jul2011 - Sep2012}*

Office administration, provided assistance in sales.

**EXPERIENCE**

**THRISSUR**

* Branch Administration.
* Day to day ***Sales*** Administration.
* Maintain **Accounts;** (*Sales, cash, petty cash, Receipts payments, Bank Reconciliation etc*)
* ***Supervision*** of Office staffs.
* ***Inventory Management***.
* Client/ Vendors Co-ordination.
* Planning routes of delivery Vehicles.
* ***Reporting*** using ***Tally ERP, MS Excel***, ***Word*** and ***Outlook*** on daily, weekly and monthly basis.

**PRIME MOVE TECH**

* Banking.
* Working with EPABX/PBX telephone systems.
* Posting of job descriptions as may require time to time.
* ***Screening*** of candidate’s profiles from Naukri.com, Click.in, quickr.com, Scheduling interviews.
* Assisting with the ***recruitment*** and ***selection*** process.
* Making sure that all employee records are accurate and well maintained.
* Updating both manual and electronic personnel records when an employee’s personal details change.

**SHARP LOGIC**

* Managed office for 1 year and few months.
* Have experience in handling vendors, suppliers, and customers.
* Learned to troubleshoot computers, their assembling, Software/OS Installations, etc.
* Knowledge in pricing and comparison, Market research
* Sales and meeting targets, Putting ads and offers for particular seasons.
* Demos and presentations in office and other institutions.

**Key Competencies**

* Can accurately enter sensitive computer data and update manual records.
* Workaholic and self learning.
* A capable team player
* Flexible, adaptable and open to change.
* Ability to multitask and prioritize key tasks.

**ACADEMIC** **PROJECTS**

* **A Study on Competency mapping in iTech People, Chennai.** The objective of study was identifying key competencies of work as well as people of the company through questionnaires.

**CERTIFICATE COURSES**

* Diploma in office automation and Internet.
* Diploma in Computer assembling, Troubleshooting, Software Installations and Maintenance.
* Tally ERP 9

**COMPUTER KNOWLEDGE**

* Handles WinXP, Win7, Win8, Linux Os.
* Good in MS Word, Excel, PowerPoint, Outlook.
* Knew Tally ERP.
* Good in Network and system troubleshooting.

**PERSONAL DATA**

Age & Date of Birth : 25, 05-08-1989

Nationality : INDIAN

Marital Status : SINGLE

Visa Status : Tourist Visa

Expected Salary : 3000 AED

Driving License : INDIA – light vehicles

Linguistic Ability : ENGLISH & MALAYALAM.

**DECLARATION**

I hereby declare that all the details mentioned in my CV are true to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. References can be provided, if it necessary.