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| **Personal Details**  Date of Birth : 09-03-1992  Nationality : Indian  Sex : Male  Marital Status : Single  **Languages Known:**  English, Hindi, Tamil | **vi005.jpg**  Objective  Continuous development to play a vital role among a team of engineers, meet challenging environments and provide best possible efforts to grow along with organization.  Professional Experience  Having **2 years** versatile experience in administration works.  Company Name : New Cleaning Est. Abu Dhabi    Duration : 2014 – 2016  Designation : Office Admin Officer.  Educational Qualification   * Holder of **Bachelor of Commerce with Computer Application (B.Com CA)** Degree from Syed Hameedha Arts and Science College, Tamil Nadu, India.   Technical Skill Sets   * Documentation Skills. * Administrative Skills. * Scheduling & Planning Skills. * Communication Skills. * Dependability. |

Software Proficiency

* Master of Diploma in Computer Application
* Diploma in Desktop Publication
* Diploma in Web Designing
* Diploma in Dot Net Programming
* TALLY ERP 9.0
* MS – Office

Roles & Experience in brief

* Document management and control in maintaining, handling and delivery of all documents.
* Preparation of document schedule & correspondence register as per requirement.
* Responsible for the effective and efficient document control of all system documents in accordance with the established procedures.
* Responsible for all incoming documents, mails and also monitor and report all documents and data in an electronic document management system. Assemble all the documents in to sets for delivery as specified.
* Monitor and ensure the effective running of day to day operations of admin works.
* Process and distribute documents, data’s as per established procedure in the company.
* Provide assistance, supports and knowledge in the completion of documentation requests and queries.
* Making electronic soft copy of submittals as per requirements.
* Perform document filing, archiving, and hardcopy scanning. Photocopying, distribution and record book creation as needed.
* Preparation of presentations, reports and spreadsheet for clients/customer as required.
* Maintaining & updating company assets as per office requirements.
* Maintaining customer/clients/supplier details regularly.
* Provides direct/indirect assistance to the office functions and services. This includes administration of records, proper fillings, banking support and all other administrative works.
* Performs other related activities as assigned.

Additional Skills

* Quick decision making capability.
* Detailed & prioritized action plans.
* Team player, Fast Learner and a Hard Worker.
* Committed to deadlines and schedules.
* Honest, Sincere with a high level of Integrity.

Declaration

I hereby affirm that the information and particulars declared above are factual and accurate to the best of my knowledge and belief.