**CURRICULAM VITAE**

**Karthiban**

Email: [karthiban.384996@2freemail.com](mailto:karthiban.384996@2freemail.com)

**Total Years of Experience: 7 + yrs.**

**Career Objective**

To achieve a responsible and challenging position in your organization where I get an opportunity to bring out my best of creativity, talent and knowledge. To be a part of dynamic team, work together towards growth of your organization.

**Professional Experience**

**April 2017 – Still working at for SECRETARY**

**J&P AVAX (Power Plant Project), Iraq**

**Duties, Responsibilities, Skills**

* Office and administrative works. Adequate experience in Time keeping, Transport scheduling. Manpower scheduling, customer coordinating and

Materials Arrangements. Making travel arrangements, preparing reports,

Filing and organizing documents

* Preparation and distribution of Foreman’s daily timesheets
* Research and resolve all discrepancies with first line supervision
* Maintain employee absentee file in designated system and Prepare and distribute all project manpower reports
* Assist with new employee sign up's, basic personnel administration activities, and general administration.
* Assist with preparation of daily, weekly, monthly, quarterly, and annual closing statements, reports and invoices.
* Assist with monitoring subcontractor cost and issuance of back charges. Perform additional assignments per supervisor’s direction.
* Maintain a good working relationship with foremen and superintendents, general foremen, field and project superintendents, safety representatives, and labor relations representatives.
* Complete secretarial service including office management, time management, correspondence, receiving visitors, handling mail, and directing enquiries etc.
* Provide information and assistance to staff, supervisors and council on human resource and work related issues
* Maintain & record all application data

**Oct 2012 – Feb 2017 working at Admin cum Secretary**

**For NTPC ENERGY COMPANY LTD, Tamil Nadu. India**

**Duties, Responsibilities, Skills**

* Complete secretarial service including office management, correspondence,
* Receiving visitors, handling mail, and directing enquiries etc.
* Inputting data into a customer-specific database
* Perform other clerical duties as assigned by management
* Understand and comply with policies
* Accurately file all documents
* Ability to multi-task in a fast-paced environment
* Maintain strict confidentiality
* Analyze and report the time back to the project managers on a daily basis
* Ensures compliance with federal and state regulations and guidelines
* Handling of cash & bank related transactions if assigned
* Handling customer/applicant queries personally or via email, outlook, telephone

Ensuring all administration & Logistics Company etc.

* Handling secretarial works in the project, such as Correspondence, E-mail typing, Faxing, Receiving Mails and all related secretarial duties.
* Saved the company time and money by speeding up internal company procedures
* Maintain & record all application data

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**July 2011 – Aug 2012 working at for Secretary**

**For, L&W CONSTRUCTION Pvt Ltd, Bangaluru. India**

**Duties, Responsibilities, Skills**

* Complete secretarial service including office management, time management, correspondence, receiving visitors, handling mail, and directing enquiries etc.
* Handle the tasks of booking Passport Online, travel tickets and providing general day-to-day administrative support to the office
* Provide information and assistance to staff, supervisors and council on human resource and work related issues
* Handling of cash & bank related transactions if assigned
* Handling customer/applicant queries personally or via email, outlook, telephone

Ensuring all administration & logistics of passport delivery to consulate / applicant /Logistics Company etc.

* Handling secretarial works in the project, such as Correspondence, E-mail typing, Faxing, Receiving Mails and all related secretarial duties.
* Saved the company time and money by speeding up internal company procedures
* Maintain & record all application data

**Computer Exposure:**

Operating System: Windows XP and Vista, windows 7,8 and 10

Software : Microsoft Office, AdobePhotoshop 7.0, Adobe PageMaker 7.0

**Educational Summary:**

* **B.A. Public Administration** at May 2011, Annamalai University, Chidambaram.
* **Diploma in Computer Application** at March 2010, TCDS Centre, Sankarapuram,
* **H.S.C** at May 2007, Govt Higher Secondary School, Sankarapuram, Tamil Nadu
* **S.S.L.C** at May 2005, Govt Higher Secondary School, Sankarapuram, Tamil Nadu

**Personal Strengths:**

* Ability to Learn Quickly
* Competitive
* Determined
* A good team player
* Willingness to Learn
* Friendly nature
* [**Personal particulars**](http://www.rtiindia.org/forum/63942-personal-particulars.html)

**~** Date of Birth : 15-06-1989

**~** Nationality, Religion : Indian, Hindu

**~** Language Known : English, Hindi, Tamil

**~** Height : 5’9 (176 cm)

**Declaration**

I hereby declare that the above given information are true to the best of my

Knowledge and belief