**My Assets**

* Strong desire and commitment to provide excellent administrational service.
* Determined to learn with Practical approach
* Excellent Interpersonal and Communication skills and Good listener.
* Adaptability, adjustable to any situation with Honest and Persistence in work.
* Hard work, Dedication, Optimistic attitude & Sense of Responsibility.

**Software proficiency:**

* **MS Office**

**Interested Fields:**

* Administration
* Document Control
* Office Assistant
* Supervision
* Electronic Office Management



**DILJITH**

**Email:** [**diljith.387984@2freemail.com**](mailto:diljith.387984@2freemail.com)

CONTACT NO: **+91-9746628662**

Name of Organization: AISWARYA DEVELOPERS

AND BUILDERS

Job Designation : Office Assistant / Front office Assistant

Period of Job : 01/05/2006 to 30/04/2014

Name of Organization: ISLAMIC VHS SCHOOL

Period of Job : 05/05/2014 to 31/10/2018

Job Profile:

* Monitoring and Coordinate with sub-ordinates for smooth flow of office work
* Random physical checking of files at office case to case
* Assisting School Head in performing Administrative task
* Preparing and filing office Documents, Records and Reports
* Receiving and Despatching office Correspondence
* Conducting Periodical Assessment of Office
* Supervision of other office staff
* Preparing weekly and monthly progress report to be submitted to the School Head

**WORK EXPERIENCE**

A bachelor degree holder (B.A-HISTORY) with 13 years of p experience in the area of Office Administration.

**PROFESSIONAL SKILLS**

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

**CAREER OBJECTIVE**

Job Profile:

* Receiving and Dispatching Office Correspondence (e-mail)
* Manual Petty Cash Dealing for company
* Front office Data entry and Document Control
* Receiving Customers and directing them to Concerned Section
* Collecting Documents From Clients Residence.

**Languages Known:**

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | R | W | S |
| English |  |  |  |
| Hindi |  |  |  |
| Malayalam | * - |  |  |

**Hobbies**

* Travelling
* Reading
* Social Networking
* Gardening

Personal Data:

* Gender :Male
* Nationality : Indian
* Marital Status : Married

|  |  |
| --- | --- |
| **COURSE** | **BOARD/UNIVERSITY** |
| BACHELOR OF ARTS | Calicut University |
| H.S.E HUMANITIES | Kerala State |
| S.S.L.C | Kerala State |

**ACADEMIC QUALIFICATIONS**