**AGIMS**

**Email:** **agims-393515@2freemail.com**

**Date of birth: 22/05/1988**

**Visa Status: Employment**

**Nationality: Indian**

**UAE Driving license**

***OBJECTIVE***

I am hereby seeking a suitable position in your organization to utilize my innovative and creative skills with sincere efforts towards the growth and development of the organization. At the same time developing myself become a good leader in the challenging organization.

***EDUCATIONAL QUALIFICATIONS***

|  |  |  |
| --- | --- | --- |
| **COURSE/DEGREE** | **BOARD/UUNIVERSITY** |  |
|  |  |
| **MBA (Fulltime)** | **MAHATMA GANDHI UUNIVERSITY** |  |
|  |  |  |
| **PGDHM (POST GRADUATE DIPLOMA IN** | **KITCO ( Kerala state Industrial and** |  |
| **HOTEL MANAGEMENT)** | **Technical Consultancy Organization)** |  |
| **BACHELOR’S DEGREE IN COMMERCE** |  |  |
| **WITH COMPUTER (B.COM)** | **MAHATMA GANDHI UUNIVERSITY** |  |
| **PLUS TWO - HIGHER SECONDARY** | **KERALA HIGHER SECONDARY BOARD** |  |
|  |  |  |

***EXPERIENCE***

* **Four year experience as a P.R.O. (2015- Current employer)**
	+ Timely renewal of all Employment Visas, Labor Permits and insurance.
	+ Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
	+ Submit detailed reports related to visa expenses to the finance department.
	+ To submit required documentation to the banks and process bank transactions as advised by the Finance Manager.
	+ Check customer’s credit and approve or deny applications based on company standards and requirements.
		- Maintain the employee’s data base, at computer software systems and manual filing systems.
* **One year experience as an Admin assistant. (2014-2015)**
	+ - Induction programs, prepare joining reports, collect all documents for visa process
		- Maintaining employee’s files, database record and HRIS - ERP software.
		- Posting job ads, organizing resumes and call to shortlisted candidates for interview
		- Coordinating with PRO regards to employees new work permit and cancellation
		- Performance appraisal and proper attendance activities.
		- Processing payroll, which includes ensuring employees’ vacation, sick leaves, deductions, loans, additions, commissions, unpaid leaves.
	+ **Showroom in-charge in Popular Vehicles and Services Ltd, Cochin .(2013-2014)**
		- Record sales transaction and collect Payments.
		- Bank and Cashbook maintaining & Bank Reconciliation
		- Maintain daily petty cash statement.
		- systems Interacting with reporting manager
		- Assisting customer vehicle insurance registration and RTO registration.

**LANGUES KNOWN**

English, Arabic, Hindi, and Malayalam.

**PERSONAL SKILL**

* High degree of adaptability
* Highly motivated and dedicated to the given task.
* Good Leadership quality.
* Good communication skills

**COMPUTER SKILLS**

* Microsoft Office (Word, PowerPoint, Excel, Outlook)
* Tally
* Net sonic client PHX++

Excellent professional references will be provided on request.

I hereby declare that the information given above is true to the best of my knowledge and belief.

AGIMS