

Sudheesh Mohan

Pushpalayam House

Kozhuvallur (Po.)

Chengannur, Alappuzha (Dist)

Pin. 689521, Kerala (State)

E-mail id: sudheeshmohan662@gmail.com

Ph. No : 0564242217

**OBJECTIVE**

To work in a progressive organization, which will enrich my learning experience, utilize my skill and training and provide avenues for growth. Also to improve myself by continuous learning both within and outside the purview of my responsibilities

PERSONAL PROFILE STATEMENTS

I am hard working motivated and enthusiastic administrative assistant with a proven track record in business administration and project management. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects at the same time.

SPECIAL SKILLS

- The willingness to work in tight schedule, hardworking etc. and the ability to work in a fully computerized environment.
- The willingness to travel and work anywhere in the world.

TARGET COMPANY

A company that empowers its employees, teamwork, new innovations, service etc.

Roles & Responsibilities:

- Giving full administrative and secretarial support to the officer manager.
- Drafting formal letters using Microsoft word.
- Deal with enquires from all staff and visitors in a courteous and professional manner(face to face ,over the phone and through email)
- Performed general office duties and administrative tasks.
- Maintains attendance Register.
- Preparing of MIS Reports.(Related to sales, Purchase and transportation) on fortnight & monthly Basis.
- Excellent Documents Controlling System.

Previous:

Position Held: **Sales Officer** the Company: **Sarathy Auto Cars**
Duration: (2012-2014)

Administration Assistant the Company: **HDFC Bank (2014-2016)**

Procurement Dept the Company: **Al Jaber, Abudhabi (2017-2018)**

Administration Assistant the Company: **Al Jaber Heavy Lift, UAE (2018-2020)**

Academic Profile:

- **B.sc Computer science** – Sree Ragavendhra University
- **Plus Two (Computer science)** - Board of Higher Secondary Kerala
- **SSLC**-Board of Public Education, Kerala

TECHNICAL QUALIFICATION:

a) **MS Word,Excel,Java& oracle**

Technical Skills:

Application Software:Microsoft Word, Microsoft Excel, Visual Basic, Oracle 8i & C+,

- Good written communication skills, inter-personal skills and team player with the ability to work in a challenging environ

Personal Details

- Full Name : Sudheesh Mohan
- Father'sName : N Mohana kumar
- Permanent Address : Pushpalayam (House)
Kozhuvallor (PO), Chengannur,
Alappuzha (Dist.)
Kerala-689521
- Contact No. : 0564242217
- Religion : Hindu
- Nationality : Indian
- Marital Status : Married
- Sex : Male :
- Date of Birth : 04th Nov 1989
- Languages Known : English, Hindi, Malayalam

Passport Details:

- Passport No. : L5676263
- Date of issue : 22-10-2013
- Date of Expiry : 21-10-2023

DECLARATION

I hereby declare that the above given details are correct to my knowledge and belief.

Place: Fujairah

SUDHEESH MOHAN

Date: