



# ANTONY SHAJAN. J

## Administration & HR



New Al Zoorani, Al Qusais 2, Dubai



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19/06/1993



Indian



Married

Seeking an Administrative / HR Position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progression company.



### Skills



Team Work



Excellent



Time Management



Excellent



Multi-Tasking



Excellent



Strong Communication



Excellent



### Home Country Work History (INDIA)



#### Manager

*S P Group of Companies - Nagercoil & Parassala, Tamilnadu, India*

S P Group of Companies have Wind farms, Scan Center, Multispecialty Hospital & other upcoming projects. What is my role in this is to a periodic verifications and inflow and out flow of works also Purchase and Maintenance would be verifying. Concentrate the legal aspects of all entities. Background verifications and startup work for upcoming projects like Restaurant & Wedding Hall constructions. The other side we put a budgets and last month profit or loss will be verify.



#### Administrative Manager

*Rajas Group of Institutions, Vadakkangulam, Tamilnad, India*

- Nature of Work: DoTE, AU, AICTE, NBA, AISHE, Filling, Circulars, PF, Welfare activities, supervising roll, Scholarship's work, etc.....
- General Administration

12-2020 – 02-2022

08-2016 - 11-2020

- Manage the Office Assistant-cum-House Keeping staff and ensure that cleanliness and maintenance services of the office premises are carried out in a systematic manner
- Responsible for day-to-day office maintenance (both premises & equipment) in a systematic manner and ensure smooth functioning of office
- To arrange accommodation for expats
- Manage the maintenance schedules for all major office equipment and services including air-conditioning systems, IT equipment, photocopiers, fax, security services, etc through annual maintenance contracts
- Responsible for managing the petty cash requirements for regular office expenditures and ensure timely settlement of petty cash account with finance team.

01-2016 - 08-2016

### Administrative Officer

*Brainstorm Institution, Erode, Tamilnad, India*

- Recognition works, Salary process, Placing Orders, Teachers & Students welfare, etc....

07-2015 - 12-2015

### HR Executive

*SLATE international Pvt Ltd, Chennai, India*

- Response on mails, PF, Salary process, Leave process, Customer relationship, Bills maintenance, etc.....

04-2015 - 06-2015

### HR Recruiter

*Valid Tech India Pvt Ltd, Chennai, India*

- Work: Online sourcing, Conducting Interviews, Giving direction to the next level, ensure the employment, etc....



## Education

06-2013 - 05-2015

### MBA: HR & Marketing

*Manonmaniam Sundaranar University – Tirunelveli, India*

GPA: 70

Students Representative of the class, Department of Management Studies, Participated & Conducted Management Events and Programmes in Department

06-2010 - 05-2013

### BBA: General

*Scott Christian College – Nagercoil, India*

GPA: 69

3 Years Students Representative in the class of, Department Secretary in the year, 5 Management Programme Conducted & Participated in more Programmes.

06-2008 - 05-2010

**HSC: Statistics & Accountancy**  
Carmel Higher Secondary School – Nagercoil, India  
GPA: 75

06-2007 - 05-2008

**SSLC**  
Carmel Higher Secondary School – Nagercoil, India  
GPA: 65



**Affiliations**

Awards & Certificates Certificate of Academic Excellence 2012-2013  
Department of BBA, Scott Christian College, Nagercoil. Certificate of Rotary  
Youth Leadership Awards Training Programme by Rotary Club of Nagercoil  
Town. University Department 2nd Rank in MBA 2013-2015.



**Languages**

- English Excellent
- Tamil Excellent
- Malayalam Average



**Software**

- MS Office Excellent
- Tally ERP 9 Very Good

**Visa Status:** Visit Visa Expire on 13/06/2022

[ANTONYSHAJAN. J]