

# CURRICULUM VITAE

## CHRISTUDASAN YESUDASAN

Near Talal Super Market

Al Murar, Deira, Dubai

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### OBJECTIVE:

Seeking a position to utilize my skills and abilities which will provide professional growth and to give my best to everything I do with full dedication and sincerity towards the goals of the organization.

### WORK EXPERIENCE: 6 Years

Working as **Archives Clerk** at **James Dasan Electromechanical Works LLC**, Dubai From 29<sup>th</sup> August 2017 to till to date.

### Job Responsibilities:

- Handling recruitment
- Preparing monthly salary statement with all the deductions
- Conducting Induction programmes.
- Appraisals of staffs.
- Maintenance of Statutory Records (PF, ESI, Labour etc).
- Preparing Monthly/Quarterly Training Schedule.
- Employee Appointment/Clearance procedures
- Preparing Monthly/Weekly Attendance statements, Departmental report, and Budget/Expense Report etc.
- Preparing presentation for the Monthly Management Meeting.
- Preparing Staff News Letter.
- Scheduling the daily operations.
- Staff Details maintaining.
- Staff Accommodation & Refreshment activities.
- Coordination for the social commitments activities
- Man power planning.
- Review test, training evaluation
- Identifying training needs.
- Staff counseling.
- Staff grievances handling.
- Responsible for drafting along with CTC and issuing appointment letters to the candidates

### EDUCATIONAL QUALIFICATION:

- Bachelor of Arts [B.A] from, Kerala University (2012 – 2015).
- Plus 2 from Higher Secondary Board of Kerala in the year 2010.
- SSLC (10<sup>th</sup>) in the year 2007.

**STRENGTHS:**

- Self-motivated, Quick learning & able to handle multiple tasks.
- Adaptable to any kind of Situation.
- Hospitable and Confident

**PROFESSIONAL DEVELOPMENT:**

- **Technical skills:** Basic Knowledge of Microsoft Word, Excel, PowerPoint etc...
- **Languages:** Speak – English, Malayalam, Tamil, Hindi  
Write – English, Hindi, Malayalam  
Read - English, and Malayalam.

**PASSPORT DETAILS:**

Passport No	:	P 0621121
Issue Date	:	29-08-2016
Expiry Date	:	28-08-2026
Place of Issue	:	Trivandrum

**PERSONAL PROFILE:**

Father's Name	:	Yesudasan O
Date of Birth	:	23-10-1990
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Christian
Blood group	:	O +ve
Mother Tongue	:	Malayalam

**DECLARATION**

I hereby acknowledge that all the information in the document is accurate to the best of my knowledge.

Date:

CHRISTUDASAN YESUDASAN