



EMIL SENNY

PROFILE SUMMARY

Detail-oriented and results-driven professional with a solid background in administration and storekeeping. Proven expertise in managing diverse administrative tasks and maintaining efficient store operations. Adept at utilizing advanced organizational and communication skills to streamline processes and enhance overall productivity.

WORK EXPERIENCE

Administrative Assistant Jun 2021 - Jan 2024
Personal Assistant to Mohammed Riyas (Minister for PWD and Tourism in the Government of Kerala).

Roles and Responsibilities

- Greet and welcome visitors in a professional and friendly manner.
- Efficiently managed daily office operations, ensuring seamless workflow and timely completion of tasks.
- Scheduled and coordinated meetings, appointments and travel arrangements, optimizing executive productivity.
- Drafted, edited and proofread various documents, including emails, reports and memos, maintaining a high standard of professionalism.
- Managed phone calls and inquiries, providing accurate information and excellent customer service.
- Developed and maintained organized filing systems, both physical and electronic, to facilitate quick retrieval of essential information.
- Prepared and distributed meeting agendas, minutes and follow-up materials, fostering effective communication within the team.
- Utilized advanced proficiency in MS Office Suite to create spreadsheets, presentations and reports, streamlining data management processes.
- Implemented security measures to safeguard sensitive documents and data.

Assistant Marketing Manager & Store Keeper May 2018 - Jun 2019
Poozhikalayil Agencies, Kerala, India

Roles and Responsibilities

- Assist in the development and execution of marketing strategies to achieve business objectives.
- Conduct market research to identify trends, competitor activities, and customer preferences.
- Coordinate and support the planning and execution of marketing campaigns and events.

CONTACT ME

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- Al Karama, Dubai, UAE

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 15/04/1998

KEY SKILLS

- Calendar Management
- Document Preparation
- Office Coordination
- Meeting and Event Planning
- Data Entry and Record Keeping
- Inventory Management
- Stock Organization
- Order Processing
- Customer Service

SOFTWARE PROFICIENCY

- Ms Office
Word | Excel | PowerPoint

RESEARCH EXPERIENCE

- Conducted an opinion survey on the acceptance rate of Telemedicine in healthcare delivery in Paika, Kottayam District.

ACHIEVEMENTS

- First Prize: Best Management Competition
- Second Prize: Volleyball, Intercollegiate Level
- National Service Scheme: Completed Two-Year Program

SOFT SKILLS

- Leadership
- Team Work
- Critical Thinking
- Time Management
- Coordination
- Decision Making

LANGUAGES KNOWN



English



Malayalam



Tamil

PASSPORT DETAILS

Passport No. : P9842873
Date of Expiry : 28/04/2027

- Support social media initiatives, including content creation, scheduling, and engagement.
- Maintain optimal inventory levels to meet customer demand while minimizing excess stock.
- Organize and manage the layout of the store to facilitate efficient product retrieval.
- Keep detailed records of inventory transactions and maintain up-to-date documentation.
- Process and fulfill customer orders, both in-store and online, promptly and accurately.
- Provide excellent customer service by addressing inquiries, resolving issues, and ensuring a positive shopping experience.

EDUCATION

Master of Business Administration

Guruvayurappan Institute of Management,
Tamilnadu, India

2019 - 2021

BA Economics

MG University, Kerala, India

2015 - 2018

Higher secondary

State Board of Higher Secondary Education
Kerala, India

2013 - 2015

STRENGTH & QUALITIES

- Patience when dealing with others.
- Flexibility in thinking and operating style.
- Diligence in ensuring accuracy and quality in work.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

EMIL SENNY