



CONTACT

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SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Detail-oriented

TECHNICAL SKILLS

- AUTO CAD
- PLC Programming (RS Logix 500)
- SCADA(In Touch)
- MS OFFICE PACKAGES
- CCTV and Networking

EDUCATION

- Bachelor of Technology
(Electrical and Electronics Engineering)

LANGUAGES

- Malayalam
- English
- Hindi

ABOUT ME

- Martial Status : Single
- Visa Status : Visit Visa
(Sep 30)
- Nationality : Indian
- DOB : 22 March 1994

MARVEL DEVASIA

Seeking a dedicated and proactive role in the organization. As an enthusiastic and ideal candidate for an entry-level position, I am eager to learn and contribute to the efficient functioning of your office. I am capable of performing a **variety of administrative and clerical tasks** to support daily office operations.

WORK EXPERIENCE

- MTC Builders and Developers | Kerala-India-Admin(2019-2024)
- SISBEN Power Solutions | Karnataka-India- Admin (2017-2019)

Responsibilities

- **Managing Office Operations:** Overseeing daily office operations to ensure efficiency and productivity.
- **Communication:** Handling phone calls, emails, and correspondence, and directing them to the appropriate parties.
- **Scheduling:** Organizing and scheduling meetings, appointments, and events.
- **Documentation:** Maintaining and updating records, files, and databases.
- **Support:** Providing administrative support to other departments and senior staff.
- **Supplies Management:** Ordering and managing office supplies and equipment.
- **Budgeting:** Assisting with budget preparation and expense tracking.
- **Customer Service:** Greeting and assisting visitors, clients, and staff.
- **Compliance:** Ensuring compliance with company policies and procedures