



# RANJITH KUMAR.E

## About Me

Dedicated and passionate Administrative officer with 10 years of experience in arts and science college. Committed to fostering a positive and inclusive learning environment where students are motivated to learn and grow academically and personally.



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Deira , Dubai

## LANGUAGE

- English ( Fluent)
- Hindi ( Fluent)
- Malayalam ( Fluent)

## EXPERTISE

- Management Skill
- Problem solving skill
- Leadership
- Multi-tasking skill
- Communication skill

## VISA STATUS

Own Visa

## EXPERIENCE

### ADMINISTRATIVE OFFICER

**Peoples Co-operative Arts and Science College, Munnad**

**2014 - 2024**

- Oversee daily office operations, ensuring an organized and efficient workflow.
- Provide administrative support to executive, including calendar management , Travel arrangements and meeting coordination.
- Maintain accurate records and documentation, both physical and digital, ensuring compliance with organizational policies.
- Handle correspondence emails, and phone calls, acting as a liaison between departments.
- Plan and coordinate office events, meeting and conferences , ensuring successful execution.
- Assist with budget management, expense reporting and financial documentation.

### GENERAL ACCOUNTANT

**Snappy Glass House , Pallathingal - Kasaragod**

**2010-2014**

- Manage the day to day financial transactions of the company.
- Maintain books of accounts in a computerized environment.
- Control petty cash
- verify stocks.

## EDUCATION

### Kannur University

MCOM FINANCE ( 2007-2009)

Peoples Co-operative Arts and Science College, Munnad

### Calicut University

BCOM FINANCE (2003-2006)

## PROFESSIONAL SKILLS

- Mastery of Microsoft Office (Excel, Word, Power point) and Google suits (Docs,Sheets, Slides).