



SHABNA CHEENANKANDY

OBJECTIVE

To obtain a position that will enable me to use my educational background and ability to work well with people. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations.

EXPERIENCE

Total Years of work experience: 6 years

Total Years of work experience in Gulf: 2 years

Total Years of work experience in India: 4 years

Current to Previous

Project Civil Works for Debottlenecking of GC-17

Employer name: HEISCO (Heavy Engineering Industries & Ship Building Co.

Client/ End User: Kuwait Oil Company (KOC)

Position Held & Duties — Technical Clerk

- ❖ Control all aspects of project documentation, utilizing various control methods/systems
- ❖ Ensure proper document control support is given to the project.
- ❖ Issue document update requests when required.
- ❖ Ensures that all documents have no errors in filenames, revisions, submissions, etc before submitting it to the recipient department/party to avoid confusion.
- ❖ Maintains the projects department document control register.
- ❖ Allocates document numbers to internally prepared documents and incoming documentation.
- ❖ Maintains the files and control logs as required by the project procedures.
- ❖ Follow-up Employees welfares and Follow-up Petty cash reimbursement
- ❖ Preparing all Engineering and Technical Documents as per KOC Standard.
- ❖ Assist Project Manager and Project Team with document distribution, scanning, copying, etc.
- ❖ Forward to appropriate engineer for review accordingly discipline.
- ❖ Following Activities had been completed successfully on daily basis

➤ **Employer name: Airocis College Of Aviation & Management Studies Kannur, Kerala**

Work Experience 2 years

- ❖ Coordinate with marketing managers and executive to institute various marketing practices and ensured they were properly implemented.
- ❖ Track progress with Marketing Managers and/or Marketing Specialists
- ❖ Identify and analyse competitors
- ❖ Prepare reports by collecting and analysing sales data

➤ **Employer name: Met Life Insurance**

Work Experience 2 years

Position Held & Duties — Financial Advisor and Marketing Coordinator

- ❖ Talking to client to determine their expenses, income, insurance coverage, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.
- ❖ Conduct research to analyse customers' behaviour (e.g. purchasing habits, trends and preferences)
- ❖ Design and implement successful marketing campaigns
- ❖ Set up tracking systems for online marketing activities

EDUCATION

- ★ Master Degree : Master Of Business Administration (Human Resource) Bharathiar University ,2013)
- ★ Degree : Bachelor Of Commerce (Calicut University - 2010)
- ★ Intermediate : Chinmaya Mission College (2004)

SKILLS

- Microsoft Office
- Outlook
- Customer Service
- Communication
- Document Management
- Lean Management
- Reliable and Professional
- Organised
- Time Management

PERSONAL TRAITS

- Ability to work effectively and harmoniously as a team member with positive attitude and self motivated to work independently
- Analytical and problem solving skills
- Dedication towards work
- Hard working, keen and fast learning
- Quick learning and understanding system
- Good grasping power

PROFESSIONAL TRAINING

Clothing and Fashion Technology - Institute of Handloom And Textile Technology, Kannur, Kerala (Govt. of Kerala) – 2010

LANGUAGES KNOWN

❖ English, Hindi, Tamil and Malayalam

PERSONAL DETAILS

Date of Birth : 21/July/1985
Nationality : Indian
Marital Status: Married
Passport NO :X9019188
Date of Issue ; 06.06.2023
Date of Expiry : 05.06.2033
Place of Issue : Kozhikode

DECLARATION

The above mentioned information is up to date and authentic to the best of my knowledge. The supporting documentation can be produced whenever required.

SHABNA CHEENANKANDY