



SHIJIN P V

HR & ADMIN ASSISTANT

Reliable, competent and results-driven Admin professional with 8 years of experience as HR Administrative Assistant with excellent organizational, communication, spreadsheet preparation, Excel and ERP software skills. Provided administrative support to the HR department by screening, testing, and interviewing applicants. Highly motivated professional with proven track record of providing administrative support for HR and Operations departments and delivering High quality service.

CONTACT



+971 56 879 4684



shijilputhur@gmail.com



Dubai, UAE

KEY SKILLS

Communication Skills

Learning/adaptability Skills

Time Management

Multitasking

EDUCATION

MBA-HRM

Bharathiar University | 2014

B.COM - FINANCE

calicut University | 2010

**POST GRADUATE DIPLOMA IN
COMPUTERIZED AND FINANCIAL
ACCOUNTING** | 2008

**COMPUTERIZED ACCOUNTING IN
TALLY COURSE** | 2007

PLUS TWO - COMMERCE | 2007

SSLC | 2005

WORK EXPERIENCE



Sep 2023- Present

ADMIN OFFICER

VAIDYARATNAM OUSHADHASHALA PVT LTD.
THRISSUR-OLLUR, POLLACHI-COIMBATORE

Achievements/Tasks

- Arranging meeting schedule with directors.
- Prepare regular reports on expenses and office budgets. Maintain company accounts and databases in ERP Software.
- Update office policies as needed.
- Organize a filing system for important and confidential company documents.
- Arranging both internal and external events.
- Possibly maintaining the company social media accounts.



2019 - 2022

ADMINISTRATIVE ASSISTANT

**VIDYA INTERNATIONAL CHARITABLE TRUST
(ENGINEERING COLLEGE).**

THRISSUR, THALAKOTTUKARA

Achievements/Tasks

- Admission Section (Evaluate applications from prospective students interested in attending a college), Students Section Admission Client Management.
- Provides direct or indirect assistance to academic functions and services.
- Assist professors and department heads in planning course schedules, preparing materials for classes, and organizing department events.
- Maintain Academic Accounts & College Transportation in ERP Software.
- Performs other related duties as assigned.

COMPUTER SKILLS

ERP SOFTWARE Skill

MS Excel

MS Word

Tally

(MS Office, Peachtree, Daceasy, Internet, E-mail other basic programs & good Excel knowledge)

PERSONAL INFO

Nationality : Indian
Gender : Male
Marital Status : Married
DOB : 29-04-1990
Address : Pattempully (H),
Kaiparambu (PO),
PIN – 680546,
Thrissur, Kerala,
India

PASSPORT INFO

Passport No : X9052750
Date of Expiry : 23/04/2033
Place of Issue : Cochin
Visa Status : Visit visa

LANGUAGES KNOWN

English Hindi
Tamil Malayalam

2018 - 2019

HR & ADMIN ASSISTANT

CIDBI BUILDERS PVT LTD.
THRISSUR

Achievements/Tasks

- Perform office administration duties such as office correspondence, communication and customer service.
- Manage and update HR databases with different information such as , new hires, terminations, sick leaves, warnings, vacation and days off.

2017 - 2018

SALES CO-ORDINATOR CUM CONSULTANT

MARIKKAR MOTORS PVT LTD. (Royal Enfield - Bullet Showroom)
THRISSUR

Achievements/Tasks

- Supporting sales, ensuring order satisfaction, coordinating with other departments, handling administrative duties.
- Process sales orders, schedule onsite installations, implementation and training schedule for customers
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.

2015 - 2016

ACCOUNTANT CUM ASSISTANT SALES MANAGER

MAX DIESEL TRADING LLC.
UNITED ARAB EMIRATES (AJMAN-AL JURF)

Achievements/Tasks

- Maintaining accounts of sales, purchase, petty cash, daily expenses and payments received.
- Coordinating the sales team by managing schedules, filing, important documents and communicating relevant information.

PROJECT WORK EXPERIENCE

FOSTER FOODS PVT LTD, THRISSUR (10/2012-12/2012)

(A study on level of "Job Satisfaction of Employees" is a pleasurable or positive emotional to a previous job experience)

DECLARATION

I do hereby declare that the above mentioned details are true and correct to the best of my knowledge, information and belief.

SHIJIN P V