

SHINE K ALEX

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OBJECTIVE

To Secure a master of school administration position with a successful, well-established organization that will enable me to grow professionally while contributing to the company's goals and objective.

PROFILE

- ✓ A Qualified and Energetic Administration Professional with 9 years of Progressive Learning Experience
- ✓ Have Masters of Business Administration (MBA)
- ✓ Have excellent working skills in MS Word, Excel & PowerPoint Applications and other office Packages
- ✓ Can handle multiple tasks effectively & very much flexible with time
- ✓ Confident and capable of working on own initiative and in working with people

ACADEMIC QUALIFICATION

Master of Business Administration - MBA - April 2011 - Anna University, Chennai, India.

Bachelor of Arts - B.A. - April 2006 - Mahatma Gandhi University, Kottayam, India.

WORK EXPERIENCE

Institution Name : Little flower school, Maharajganj, Uttar Pradesh
Designation : System administration
Period : June 2018 to March 2023

Duties & Responsibilities:

- ✓ Testing hardware components individually and in tandem with external computer systems.
- ✓ Setting up hardware and installing and configure software and drivers.
- ✓ Maintaining and repairing technological equipment or peripheral devices.
- ✓ Installing well- functioning LAN/WAN and other networks and manage components.
- ✓ Set up hardware and install and configure software and drivers.
- ✓ Manage security options and software in computers and networks to maintain privacy and protection from attacks.

Institution Name : St. Peters Senior Secondary School, Jaswanth Nagar Uttar Pradesh
Designation : Office Administrator
Period : May 2016 to April 2017

Duties & Responsibilities:

- ✓ Maintains a variety of attendance records, schedules and files
- ✓ Input attendance data and investigating any missing data maintaining accurate attendance records, including covid related absences and unexplained lessons absences.
- ✓ To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- ✓ To record student absences and late arrivals on SIMS, Maintaining accurate attendance records.

Institution Name : St. Francis CBSE School
Designation : System Administrator
Period : March 2015 to April 2016

Duties & Responsibilities:

- ✓ Install and configure software and hardware
- ✓ Manage network servers and technology tools
- ✓ Set up accounts and workstations

- ✓ Monitor performance and maintain systems according to requirements
- ✓ Upgrade systems with new releases and models

Company Name : Vodafone cellular Ltd
Designation : Activation Officer
Period : January 2013 to 2015 February

Duties & Responsibilities:

- ✓ Handled 16 distributors daily activation, Co-ordinating A2 runners activity.
- ✓ Monitoring more than 16 distributors daily activation
- ✓ Co-ordination A2 runners activity
- ✓ Monitoring CPOS and saw (data Entry) and scanning CAF dispatch to circle

Company Name : P41 Technology
Designation : HR Executive
Period : June 2011 to 2013 March

Duties & Responsibilities:

- ✓ Maintain employee files
- ✓ Maintain employee attendance
- ✓ Staff training and development
- ✓ Invoice verification
- ✓ Program marketing
- ✓ File employees document and letter

Company Name : LG Service center
Designation : Warehouse administrator
Period : June 2009 to 2011 December

Duties & Responsibilities:

- ✓ Approves requisitions and purchase orders and assists in writing specifications for special purchases.
- ✓ Supervises the distribution of materials of job sites.
- ✓ Meets with manufacturing and sales representatives to discuss new materials, equivalent substitutes, delivery schedules and faulty or damaged goods.

ADDITIONAL QUALIFICATION

- ✓ Accounting Packages : Tally 9
- ✓ Others : MS Office - Excel, Word
- ✓ PC Repairing and Installation (Hardware and Software)

PERSONAL DETAILS

Date of Birth : 02-05-1988
Father's Name : Alexander K.C.
Language known : English, Hindi, Tamil & Malayalam
Passport No : W 0023306
Marital Status : Married
Nationality : Indian
Visa Status : Visit Visa (Expire On 01-07-2023)

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