



SHIJIN P V

HR & Admin Assistant

Experienced HR Administrative Assistant with excellent organizational, communication, spreadsheet preparation, Excel and ERP software skills. Proven track record of providing administrative support for HR and Operations departments. Provided administrative support to the HR department by screening, testing, and interviewing applicants.

+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.
- Organize a filing system for important and confidential company documents.

◆ 2019 - 2022

ADMINISTRATIVE OFFICE 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.
- 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.

◆ 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.

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

D O B : 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

Malayalam Tamil

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 here by declare that the above-mentioned details are true and correct to the best of my knowledge,Information and belief.

SHIJIN P V