



## SUBIN SANTHOSH LAL

Mundakkal East, Kollam, Kerala, India. Currently, I am in India but will be coming to Dubai soon. 📍

9847159205 📞

subinlonglive@gmail.com @

### Objective

I am seeking a challenging position as an Administrative Assistant with a rapidly growing organization. With my proven expertise in setting up and running digital offices, maintaining organized records, managing administrative tasks, ensuring operational efficiency, and performing various clerical duties, I aim to contribute to the company's success within a contemporary and economical business setting.

### Experience

December 2023 -  
June 2024

#### Career Development Break

Personal Trading and Investment: Actively managed a personal investment portfolio, applying and testing various trading strategies and financial theories.

16/11/2021 -  
01/11/2023

#### **Blue Rhine Industries LLC DIP 1 Dubai**

Data Entry Executive /Sub Co-Ordinator in Digital Installation

Setting up and running the Digital office

Maintaining files and records so they remain updated and easily accessible

Sorting and distributing incoming mail and prepare outgoing mail

Undertake basic bookkeeping tasks and issue invoices, checks etc

Assist in office management and organization procedures

receiving and processing incoming stock and materials, picking and filling orders from stock, packing and

shipping orders, or managing, organizing and retrieving stock

Managing all communication systems, including phones and emails

Managing schedules, including sending daily and weekly schedules and communicating schedule

changes

Coordinating transportation need

Create and update expense reports

Doing administrative Android clerical tasks (such as scanning or printing) Preparing and editing letters,

reports, memos and emails Running errands to the post office or supply store

Arranging meetings, appointments

Contribute to the improvement of data entry processes.

Maintain a high level of attention to detail and accuracy.

Support other administrative and clerical tasks as needed.

Participate in training and development opportunities

01/08/2018 -  
09/09/2021

#### **kerala kaumudi**

Sales and Marketing Executive

Preparing marketing and sales strategies

Conducting extensive research on competitors products and services

Participating in exhibitions and conferences organized by the company

Preparing marketing and sales strategies

Conducting extensive research on competitors products and services

Participating in exhibitions and conferences organized by the company

Answering clients questions in professional manner

## **Education**

2017	<b>University of kerala</b> Bachelor of Commerce
2018	<b>Centre for Development of Imaging Technology</b> Diploma in Computerised Financial Management

## **Skills**

- Very good knowledge in Excel, MS Office, Oracle Netsuite(ERP), Outlook email, WIPAQ & Adrinalin, Working knowledge of office devices and processes Team leadership Written and verbal communication. Very good organizational and multi-tasking abilities Ability to work with little supervision and track multiple processes Excellent communication and interpersonal skills

## **Interests**

- Photography, Driving, Body Fitness, Yoga ,Gym Work out, Meditation and Arm wrestling

## **Languages**

- English, Hindi, Malayalam, Tamil