

SANIL M.M.

Manakkadan House,

Avittathur Post

Irinjalakuda

Thrissur District

Kerala,

India-680683

Email: sanilmohan1986@gmail.com

Mob +919605750303



OBJECTIVE

Hardworking, Reliable and able to learn fast with strong communication and organizational skills. I am looking for a position as Admin Assistant, where I can apply my knowledge and experience and benefit the company by providing effective and quality work performance.

SKILLS AND AREAS OF EXPERTISE

Executive and Technical support to the Maintenance Personnel, Recording and Reporting Day to day snags and rectification reports to the Department Incharge, Equipment & Vehicles Snags checking and reporting, Preventive Maintenance Scheduling of Vehicles and Equipment's, Data maintenance, Snag and Rectification Recording and updating, GSE Maintenance Planning, Document Controlling, Computer Literacy, Health and safety Awareness, Customer Service, Employee Leave, Over time & Attendance Reports, Duty Allocation.

PROFESSIONAL EXPERIENCE

1) Bird Worldwide Flight Services India Pvt Ltd (BWFS) - Ground Handling Company in Cochin international Airport

Admin Assistant cum Operation Executive in Ground Support Department since 2012 – till the date

2) Kallada Tours and Travels Pvt Ltd

Office Assistant - 2009 to 2012

ACADEMIC QUALIFICATION

- 1) S.S.L.C. 2002 Board of Public Examination, Kerala
- 2) V.H.S.C 2004 Board of Higher Secondary Education, Kerala
- 3) B. A 2007 Board of Calicut University, Kerala

SOFTWARE PROFICIENCY

Microsoft Office Suites, - Excel, Word, Outlook, and Data Entry

DUTIES AND RESPONSIBILITIES

1. Preparing and Maintaining of Staff Notices and Circulars through Electronic and hard copy filing system.
2. Turnaround Checks of Ground Support Equipment's and Vehicles.
3. Preparing and Monitoring Duty Allocation of Staff
4. Preparing Staff Attendance, Over Time, Leave and Duty Roster through HRMS.
5. Coordinating with the HR office, preparing man power reports for safety purpose
6. Follow-up with other Departments for reports and assume other related duties
7. Preparing and maintaining of Employee Leave Form through HRMS (Human Resource Management System)
8. Maintain Payroll System through MS Excel
9. Preventive Maintenance planning and Scheduling of Equipment's& Vehicles
10. Creating Checklists and updating

PERSONAL PROFILE

Name : Sanil M M
D.O.B : 07^h -November-1986
Sex : Male
Marital Status : Married
Nationality : Indian
Passport Number : T5005275
Languages known: English, Hindi, and Malayalam

DECLARATION

I declare that all the mentioned details are best to my knowledge and belief. So kindly go through the copy of resume attached and give favorable feedback.

Date.
Place.

Thank You
Sanil M.M.