



GOPAKUMAR G

Father's Name: Gopinathan Nair

Date of Birth: 07/04/1984

Sex: Male

Nationality: Indian

Religion: Hindu

Marital Status: Married

Passport NO: N2576950

Date of Expiry: 08-08-2025

Current City : Dubai

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Permanent Address:

Preetha Bhavan
Thachappally Kudavoor, P.O.,
Thonnakkal,
Trivandrum (dist)
PIN NO: 695313
Kerala (state)
India (Country).

Language known

- English,
- Malayalam
- Hindi.

Curriculum vitae

Objective

To work in reputed company with the aim of contributing my efforts towards achieving its goals, which would at the same time help in enhancing my talent and bringing and my potential.

- Highly adaptive any situation and able to take wise and Quick decisions
- Highly able to deal tackle with various kinds of people
- Can easily learn and update myself to any new technologies And methods

Assets

- 1) High level of leadership communication skill
- 2) Strong analytical and problem solving skill
- 3) Exceptionally well organized, strong work ethics and Willingness to work hard to achieve employer objectives

Academic Education

- LL.B from University of Kerala
- MBA HR with LABOUR LAW NIBM
- B.A Degree in Economics from University of Kerala
- Pre Degree from University of Kerala
- S.S.L.C. From Kerala Board

Work experience

- 1.7 Years experience in end to end office administration in College of English, Attingal Pvt firm (2005-2012)
2. Faculty arrangement
3. Maintaining Class timings
4. Providing salary to the employees and maintaining students files
5. Updating details in system and maintaining of database for further admission process
6. 7 years working as trainer cum admin Maestro Education for 2013-2020

Skill Summary

- Office suite : MS Word, Internet and Email

Technical Qualification

- Diploma in Office Automation (DOA)
- Computer Teachers Training Course (CTTC)

Declaration

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

Yours sincerely,

GOPAKUMAR G