

CURRICULAM VITAE

Mrs. BINSY RAJAN
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PERSONAL OBJECTIVES:

Seeking a position that will take full advantage of my education and interpersonal skills, as well as offer me the opportunity for increasing level of responsibility and professional growth. To enhance my professional knowledge, abilities and skills by working in a dynamic and reputable organization, where my knowledge skills are fully utilized.

ACADEMIC QUALIFICATION:

- S.S.L.C
- Pre - Degree From MG University.
- B.A From MG University.
- M.A From MG University

TECHNICAL QUALIFICATION

- PGDIT (Post graduate diploma in Information Technology)

WORK EXPERIENCE:

- Worked as administration at India for 05 years.
- Working in administration at Hands Industries FZC (SAIF ZONE)
(Administrative clerk)

Key Duties at Hands Industries:

- Export & import documentation
- Local sales of Wiping Rags & Cleaning Items.
- Invoicing & Delivery Order for Local & Export shipments.
- Rechecking and sending to customer through email.
- Handling Petty cash of local daily sales.

- **U.A.E work experience 06 Years.**

CAPABILITIES & RELATED SKILLS

- Attentive to time schedules
- Hard working
- Able to adapt to new environment
- Willingness to be trained
- High learning powers
- Can work for long hours.
- Ability to work as a team leader ,flexible & friendly attitude.
- Languages: English, Hindi,Tamil, Malayalam
- Proficient in MS Word, Excel, Powerpoint,, Internet Email.
- Excellent in interpersonal communication and customer service skills.

PERSONAL INFORMATION:

Name : BINSY RAJAN
Father's Name : V.K .Rajan
Nationality : Indian
Religion : Christian
Date of Birth : 24 Apr 1978
Marital Status : Married
Visa Status : **Visit Visa**
Contact (Mobile): 0525878471,0557014835

Visa Detail:

Visa status: **Visit Visa**

References

Up on request.

BINSY