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| **Curriculum Vitae – Ajmal K.P.** | |
|  | **Summary** |
| 6 Years working experience as Office Manager/Accountant/Front Office Admin/Business Developer in various Business Enterprises. |
| **Work Experience – Current** |
| PKS Ernakulam as Office Administrator since 2019 – Present |
| **Personal Information**  Email : [ajmalkpnth@gmail.com](mailto:ajmalkpnth@gmail.com)  Mobile : 0501656123  Linked in:  Residence : Ajman  Nationality : Indian  Driving Licence : India(LV) | * Manage phone calls and correspondence. * Identifying new sales leads. * Maintain relation with exciting customer. * Submit timely reports and prepare presentation. * Track expiry of employee ID card, medical certificate and police certificate. * prepare and maintain accounting documents and records * Prepare bank deposits, general ledger postings and statements. * Coordinate and manage appointments and meeting. * Create and update records and databases. * Track stocks of office supplies and place orders. * Organize office operations and procedures. * Monitor and maintain office supplies inventory. |
|  | **Education** |
| CIIT Bharathiar University – MBA (Pursuing) |
| CIIT Bharathiar University - BBA  G-Tec Computer Education – Diploma in Interior Designing  G-Tec Computer Education – Diploma in Multimedia Animation  Kerala State Board – 12th |
| **Training** |
| Auto desk Auto CAD  Auto desk 3ds max design  Adobe photo shop  Adobe premier  Adobe Illustrator  Adobe Indesign  Corel Draw  Pagemaker  Adobe Flash  MS Office  Acro-bis business accounting software  Internet and Email |
| **Skills** |
| AutoCad/Office Administration/Accounting/Business Development |