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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.comMobile : 0501656123Linked in: Residence : AjmanNationality : IndianDriving 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.
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|  | **Education** |
| CIIT Bharathiar University – MBA (Pursuing) |
| CIIT Bharathiar University - BBAG-Tec Computer Education – Diploma in Interior Designing G-Tec Computer Education – Diploma in Multimedia AnimationKerala State Board – 12th |
| **Training** |
| Auto desk Auto CADAuto desk 3ds max designAdobe photo shopAdobe premierAdobe IllustratorAdobe IndesignCorel DrawPagemakerAdobe FlashMS OfficeAcro-bis business accounting softwareInternet and Email |
| **Skills** |
| AutoCad/Office Administration/Accounting/Business Development |