

## RESUME



### **CHANCHAL BABU**

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### **CAREER OBJECTIVE**

To take up a challenging career with an organization of professional ambience that would give me an opportunity of consistent career growth and due recognition for my contribution to the growth and encroachment of the organization

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### **KEY STRENGTHS:**

I have a great ability to learn new things quickly. I am very well organized and hold the ability to multi-task. I give strong attention to every miniature detail. I am always punctual and take care of my responsibilities with utmost care and ownership.

I believe myself to be a highly effective and confident team player who can prove to be an asset to any organization. I hold the ability to perform to the best of my ability, with minimum supervision, to carry out the responsibilities that may be delegated to me.

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### **CAREER SUMMARY**

|                           |  |
|---------------------------|--|
| June 2012-January 2014    | ZIGMA International Networking Private Limited<br><i>Technical Coordinator</i> |
| March 2014- June 2015     | Optima Insurance Broker (Dubai, UAE)<br><i>Secretary cum Tele-caller</i>       |
| June 2015- December 2015  | First Line Advertising LLC (Dubai, UAE)<br><i>Admin Assistant</i>              |
| January 2017- August 2017 | Global Remote Bahrain WLL (Bahrain)<br><i>Admin/Document Controller</i>        |

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### **KEY SKILLS**

|                       |  |
|-----------------------|--|
| Computer Skills       | - Word, Excel, PowerPoint, Outlook, Internet |
| Programming Languages | - C++  |
| Operating Systems     | - Windows                                    |
| Typing Speed          | - 60 WPM                                     |

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## **ADDITIONAL CERTIFIED COURSES**

|                   |   |
|-------------------|---|
| MCTS              | - Microsoft Certified Technology Specialist |
| CCNA              | - Cisco Certified Network Associate         |
| Tally for Windows |   |

## **PROFESSIONAL EXPERIENCE**

**Jun 2012-January 2014**                      ZIGMA International Networking Private Limited (Kerala, India)  
*Technical Coordinator*

**Company Profile:** Zigma International Networking Private Limited (ZINTL) a leading provider of next-generation broadband networking systems, launched in Trivandrum, Kerala during 1998. ZINTL are the consultants and specialists in networking, and prepare computer, and prepare computer network sites using scientific and integrated approach. During its 15 years of existence, ZINTL has achieved recognition as a premier networking body, for its contribution in the fields of education, professional developments, ethical standards etc.

### **Key Responsibilities:**

- Coordinate with various agencies to publish the advertisements of ZINTL.
- To quote various networking components and other accessories to aid and unaided institutions.
- To handle internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.
- Supervising the work activities and suggesting implementing changes which will make the output more effective.
- Assist the project manager to quote for various tenders.
- Updating documentation including enquiries, quotations, tenders in softcopy as well as hard copy
- Contacting and dealing with external suppliers and working with network consultants
- Perform other related tasks under the instructions of Project Manager or Network engineer

**March 2014- June 2015**                      Optima Insurance Broker (Dubai, UAE)  
*Secretary cum Tele-caller*

**Company Profile:** Optima Insurance Broker is an independent insurance broker and has many experiences in managing insurance portfolios throughout the Middle East in general and the GCC region in particular. The company's philosophy is to combine innovative strategic marketing with quality insurance products at competitive prices and to provide the best insurance services for its customers.

### **Key Responsibilities:**

- To handle and convince customers at all levels via telephone and email to ensure successful communication.
- Customer Services to include answering phones, greeting customers, solving their queries

- Process and review insurance documentation and ensure all documents are complete
- File and maintain customer insurance files
- Perform duties and special requests as assigned by Team Leader and Manager
- Coordinates client information with Broking Team to initiate renewal process
- Receives policy contracts from Broking Team, provides first level review to ensure apparent client needs have been met
- Prepares client service summaries, program reports and client survey information for review by Service Team Management
- Supporting sales team to convert the business.
- To coordinate with insurers, insurance consultants on correctness of issuance of policy document.
- To follow up with the old clients and suggest new policies.

**June 2015- December 2015**

**First Line Advertising LLC (Dubai, UAE)**

***Admin Assistant***

**Company Profile:** First Line Advertising LLC is a digital media production and design agency based in Dubai. They are providing best quality media and advertising services and are specialized in comprehensive digital and large format printing such as commercial and promotional signage, window and floor graphics, fleet graphics, project consultancy, podiums and display stands, catalogues, flyers, posters, stickers, brochures, annual reports, leaflets, 3D Printing and many more. They energize client's messages through high quality audio/video productions and help resonate through digital advertising broadcastings. Timely delivery, first class product quality and competitive pricing are our priority.

**Key Responsibilities:**

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Maintaining company files
- Order office supplies
- Provide information by answering questions and requests
- Research and creates presentations
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries

- Maintain up-to-date employee holiday records
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues

**Jan 2017- August 2017**      -      **Global Remote Bahrain WLL (Bahrain)**  
***Admin/Document Controller & Supporting HR Department***

**Company Profile:** Global remote Services is a growing global client base delivering a comprehensive range of services to the energy, civil, marine and geotechnical sectors. Global Remote's experience across the spectrum of civil infrastructure is broad ranging, from multi-storey buildings through to bridges and power stations. expertise in rope access and combination access methods allows the delivery of a range of turnkey and site-specific solutions.

**Key Responsibilities:**

- Attend board meetings & preparing minutes of meeting
  - Retrieve files as requested by employees and clients
  - Manage the flow of documentation within the organization
  - Monitoring of documentation progress in cooperation with the project planner
  - To assist with preparation of contract documents
  - Establish and maintain the Master Document Register in cooperation with the Project team
  - Answering employee questions
  - Processing incoming mail
  - Copy, scan and store documents
  - Check for accuracy and edit files, like contracts
  - Review and update technical documents (e.g. manuals and workflows)
  - Distribute project-related copies to internal teams
  - File documents in physical and digital records
  - Create templates for future use
  - Creating and distributing documents
  - Setting appointments and arranging meetings
  - Maintaining calendars of HR management team
  - Preparing rotational schedule, project staff matrix, Project report
  - Supporting all HR related works also.
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**EDUCATIONAL QUALIFICATIONS**

| QUALIFICATION | INSTITUTION                      | UNIVERSITY / BOARD                    | YEAR | PERCENTAGE |
|---------------|----------------------------------|---------------------------------------|------|------------|
| B.Tech (ECE)  | PRS College of engineering       | Kerala University                     | 2012 | 63%        |
| Plus Two      | Holy Angel's Convent High School | Board of Higher Secondary Examination | 2008 | 84%        |
| Tenth         | Holy Angel's Convent High School | Board of Secondary Examination        | 2006 | 91%        |

**PERSONAL DETAILS:**

Date of Birth - 14<sup>th</sup> August 1990  
Marital Status - Married  
Languages Known - English, Hindi and Malayalam

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**PASSPORT DETAILS:**

Passport No - N5746362  
Place of Issue - Trivandrum  
Date of Issue - 07/01/2016  
Date of Expiry - 06/01/2026  
Visa Status - Husband's Visa (Residence Visa)  
Emirates ID - 784-1990-8190802-4

(Chanchal Babu)