

CURRICULUM- VITAE

PERMANENT ADDRESS

LEKSHMI. V
CHARAMPARMABIL (H)
PATTANAKKAD. P.O,
CHERTHALA
ALLEPPEY (DIST)
PIN-688531
KERALA INIDA.

PRESENT ADDRESS

WADI KABIR,
NEAR BANK MUSCAT
MUSCAT, OMAN
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CAREER OBJECTIVES

To secure a position where, I can efficiently contribute my skills and abilities for the growth of the organization and build my professional career.

QUALIFICATION

- VHSE (Office Secretaryship)

TRAINING EXPERIENCE

One year Apprenticeship training at **BPCL -Kochi Refinery in HR & Project Department**. Period of training was 20-02-2008 to 19-02-09.

WORK EXPERIENCE

- ❖ Six months as clerk cum documentation assistant in Project Department, BPCL-KOCHI REFINERY, under the contract of M/s CHITHRA V.V (23-06-2021 to 10-01-2022)
- ❖ One year and three months as Clerical and / data entry / document assistant in in Project Department, BPCL-KOCHI REFINERY, under the contract of M/s BUILDING NETWORK SOLUTIONS. (19-03-2020 to 20-06-2021)
- ❖ Three months as data entry and documentation assistant in Project Department, BPCL-KOCHI REFINERY, under the contract of M/s BUILDING NETWORK SOLUTIONS. (01-01-2019 to 31-03-2019)
- ❖ Two years as Clerk cum documentation assistant in Project Planning and Monitoring Department, BPCL-KOCHI REFINERY under the contract of M/s SR. ASSOCIATES. (04-01-2017 to 31-12-2018)
- ❖ Eight months as Contract assistant for Documentation in Project Planning and Monitoring Department, BPCL-KOCHI REFINERY (02-05-2016 to 31-12-2016)
- ❖ Three year and six Months as Clerical assistant in CEMP -II Project Department, BPCL-KOCHI REFINERY (25-02-2009 to 31-08-2012)

NATURE OF DUTIES IN BPCL KOCHI REFINERY:

- ❖ One year Apprenticeship experience in HR & Project Department got exposure in the following fields: -
 - Creating / editing of office letters / documents in Ms office and Ms Excel
 - Maintaining documentation system. Categorization of drawings and documents.
 - Power point presentation
 - Generalisation of hard copies and scanned copies.
 - Other HR related office activities
- ❖ Six months experience in Project Department under the contract of M/s Chithra V.V includes the follows: -
 - Drafting / typing of letters in MS Word and MS excel.
 - Excelled in all kind of clerical activities related with department.
 - Data entry.
 - Involved in office filing.
 - Involved in IREP (Integrated Refinery Expansion Project) & PDPP (Propylene Derivative Petro chemical Project.) documentation system.
 - Involved in categorization of drawings/ documents as per management guidelines.
 - Has experience to handle and taking copies from A0 size plotter and latest photo copy machines.
 - Downloading and extractions of PDF documents from Project Management Consultant's (ENGINEERS INIDA LTD) Document sharing server.
- ❖ One year three months experience in Project Department under the contract of M/s Building Network solutions includes the follows: -
 - General Clerical works
 - Data entry
 - Office filling
 - Downloading pdf documents from Project Management Consultant's document sharing server
- ❖ Three months experience in Project Department, under the contract of M/s Building Network solutions includes the follows: -
 - Drafting / typing of letters in MS Word and MS Excel.
 - Data entry
 - Office filing
 - Maintaining documentation system
- ❖ Two years experience in Project Planning and Monitoring Department, under the contract of M/s SR Associates includes the follows: -
 - Filling of documents
 - Data entry and scanning
 - Experienced to handle and taking copies from A0 size plotter and latest photo copy machines.
- ❖ Eight months experience Project Planning and Monitoring Department includes the follows: -
 - Filling of documents
 - Data entry and scanning

- ❖ Three year and six Months experience as Clerical assistant in CEMP –II Project Department includes the follows: -

- Creating / editing of office letters / documents in Ms office and Ms Excel
- Maintaining documentation system. Categorization of drawings and documents.
- Generalisation of hard copies and scanned copies

COMPUTER PROFICIENCY:

Proficient in, Windows -7, Windows - 98, Windows XP, Vista. Windows 10
MS Office like Word, Excel, etc.
Internet.

TECHNICALSKILL

- | | |
|-----------------------------|---------------------------------------|
| • Typewriting in English | : having speed of 45 words per minute |
| • Type writing in Malayalam | : having speed of 25 words per minute |
| • Shorthand English | : having speed of 80 words per minute |
| • Shorthand Malayalam | : having speed of 50 words per minute |

PERSONAL PROFILE

Date of Birth	:	10-04-1988
Sex	:	Female
Nationality	:	Indian
Passport No	:	L7533940
Marital status	:	Married
Languages known	:	English, Malayalam
Hobbies	:	Beautician and listening music

DECLARATION:

I Lekshmi V, hereby declare that the above given information is true to the best of my knowledge. I promise that I will utilize my skills, knowledge and ability for the betterment of the organization.

Thanking you,

Yours Sincerely,

Place: Cherthala
Date : 01.11.2023

LEKSHMI V

