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| ***ANOOB.S.******JC.50/E, JC-BLOCK, HARI NAGAR – 110064******NEW DELHI******Tel.: +919711438117 (M)******E-mail:*** ***s.anoob@yahoo.com*** |  |

Objective:

My long term objective is to become an essential member of the core management team of a reputed organisation and to find challenging and creative position that enables to use my experience and knowledge.

Experience:

* Worked with **M/s. GLOBAL EXCHANGE (RNS) -**GURGAON, as a HR Executive Cum Computer Operator from April 2005 to March 2010.
* Worked with **M/s. Robinson’s Sports Pvt. Ltd**. Naraina as Store Keeper cum Office Assistant from April 2010 to September 2013
* Presently working with **M/s.Scenario India**. Greater kailash-2, New Delhi as a HR Executive cum Computer Operator since October 2013.
* Duties included: Devising and maintaining office systems to deal efficiently with paper flow, organizing and storing paperwork, documents and computer-based information, Making of Salary and Overtime, Vouchers, Cash Handling, Distribution of Salary and maintaining the all records of Employees Provident Fund & Employees State Insurance.
* Provided wide range of administrative and clerical duties for various levels of the Fidelity Management team.
* Provided administrative & accounting support to the management staff members.

Qualifications:

* Passed V.H.S.E from Board of Higher Secondary, Kerala.
* Computer Operator & Programming Assistant from NCVT, Govt. of India in July 2004.
* Working knowledge of in MS Excel, MS Word & Internet.

Key Skills and Competencies:

* Motivated Personal Assistant with demonstrated proficiency in listening to clients' needs and formulating the tactical action plan to achieve results.
* Able to maintain a professional and positive demeanour, regardless of the situation.
* Proven ability to take initiative in completing projects with exceptional quality and detail.
* Very energetic, extremely positive individual with excellent customer relations and decision-making skills.
* Highly involved in community events.
* Perseverance to achieve desired results

Personal Details:

Date of Birth : 21st***.***May.1986.

 Nationality : Indian.

 Marital Status :Married.

 Joining Date : One month.

 Passport No :S2461273

 Languages :English, Hindi, Malayalam and Tamil.

Reference:

Reference will be provided on request.

Declaration:

I hereby declare that the information given above is true to the best of my knowledge and belief.

ANOOB.S.