

CURRICULUM VITAE

MEGHA MOHAN

Dubai, Al Nahda2
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HR & ADMIN

Visa status: Husband visa

CAREER OBJECTIVES

- Achieving the company goals and move up in the organization hierarchy.
- To achieve professional excellence and develop leadership qualities.
- Looking for responsible and challenging career, where my skills can be effectively utilized and contribute for organization success.

EXPERIENCE

- **Global private college, Kerala – HR & Admin Assistant** **05/2014-10/2016**
Responsibilities:
 - Knowledge of office management systems and procedures.
 - Maintaining employee records and updating the calendar.
 - Greet and assist visitors to the office.
 - Update and maintain office policies and procedure.
 - Ensure the office is always presentable by maintaining office, classroom.
 - Maintain students' fees/fines records.
- **Brilliance academy private college, Kerala– Admin** **07/2019 - 04-2020**
Responsibilities:
 - Day to day maintenance of financial system database to ensure the accuracy.
 - Salary pays slip preparation.
 - Maintaining employee's attendance records.
 - Assist with the day-to-day efficient operation of the HR office.
 - Managing events and meetings.
 - Handling scheduling, record keeping and reporting.
 - Counsel students when needed.

AREA OF EXPOSURE

- Critical thinker.
- Problem solver.
- Parent teacher communication.
- Student assessment and follow up.
- general office administration.
- Management of files and students' records.
- Organization and development of office procedure and policies.

EDUCATIONAL PROJECTS

- study on beneficiaries of stars – a non-governmental organization.
- A fast-food consumption.

PROFESSIONAL ACCOMPLISHMENT

- Participated in the workshop for PhD programmed in St. Joseph Devagiri college Kozhikode Kerala.
- Participated in the seminar program in disaster management and land use pattern.

ACADAMIC PROFILE

Course	School / College	University / Board	Year of Passing
MASTER DEGREE MA ECONOMICS	Govt Arts & Science College	CALICUT UNIVERSITY	2019
DEGREE BA ECONOMICS	Providence Women's College	CALICUT UNIVERSITY	2017
Plus Two	Kendriya Vidyalaya No .1Kozhikode	CBSE	2014

COMPUTER SKILLS

- Basic certificate course in computer science and application MS office.
- Diploma course in PGDCA.
- Photoshop (ADOBE).
- Document creator.
- Data entry.

PERSONAL SKILLS

- Positive approach.
- Teaching skills.
- Ability to think logically.
- Teamwork.
- Problem solving.
- Leadership quality.

PERSONAL PROFILE

Name : MEGHA MOHAN
Fathers' Name : MOHANAN KV
Date of Birth : 28-01-1997
Gender : Female
Marital Status : Married
Nationality : Indian
Passport No : S0851458
Languages Known : English and Malayalam, Hindi (Read -Write -Speak)

INTERESTS & HOBBIES

- Reading, Travelling, Drawing.
- Active member in social service

DECLARATION

I hereby declare all the details furnished above are true and correct to the best of my knowledge and belief.

Place: DUBAI
Date :09-10-2021

MEGHA MOHAN