

Resume

Mr. Jim Rodrigues.

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Mob: - +91 9633279199

❖ **Objectives:** - Seeking a challenging career where I can enhance my skills and reach at the top of excellence and contribute to maximum in achieving the long term goals of the organization.

❖ **Overview:-**

- 6+ Years' experience in Technical and Administrative stream.

Organization **Express Cargo.**

Designation : Office Staff.

Duration : From March 2017 to February 2017.

Company Profile : Express Cargo does cargo and courier services all over Kerala.

❖ **Job Profile: -**

- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Typing documents and distributing memos
- Monitoring inventory, office stock and ordering supplies as necessary.
- Payroll activities

Organization **Popular Mega Motors Pvt. Ltd, Kerala.**

Designation : Exe. Office Admin.

Duration : From March 2015 to February 2017.

Company Profile : Popular Mega Motors are the authorized dealers of Tata Motors commercial vehicles sales and service across Kerala.

❖ **Job Profile: -**

- Meeting and greeting clients and visitors to the office.
- Recruitment activities.
- Typing documents and distributing memos
- Organising business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Setting up and coordinating meetings and conferences.
- Payroll.

❖ **Admin job requirements: -**

- Coordinate office activities and operations to secure efficiency and compliance to Company policies
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Organization

Prime Associates.

Designation

: Office Co-ordinator.

Duration

: From January 2014 to February 2015.

Company Profile

: Prime Associates is an RCU/FCU firm which does fraud control / risk containment for major banks.

Organization **Edutech NTTF India Pvt. Ltd, Kerala.**
Designation : Asst. Training Officer.
Duration : From January 2012 to June 2013.

Company Profile : NTTF an educational foundation implements its program of Technical Training through more than 20 Training Centers located in various States across India.

Organization **NEST IT, Kerala.**
Designation : Trainee Engineer.
Duration : From July 2009 to April 2010.

Company Profile : NEST IT is a highly diversified Engineering Services organization with the experience and passion to apply innovative technologies to your vertical market applications.

Organization **JYOTI TECHNICAL SERVICES Pvt. Ltd., Pune**
Designation : Trainee Engineer.
Duration : From July 2006 to July 2007.

Company Profile : Jyoti Technical Services is a service company, which provides Solutions in all Technical needs.

❖ **Software Skills:** -

- Proficient in Microsoft Office and Proprietary Data Management systems.
- WPM 65
- Internet & E-mail.

❖ **Hobbies:** - Reading, Painting, Chess.

❖ **Educational Qualification: -**

- 1) **Bcom:**
Passed from **MKU**.
- 2) **Diploma:**
Passed from **NTTF-ONTC, Kerala**.
- 2) **H.S.C. :**
Passed from **ST. SEBASTIANS HSS., Kerala**.
- 3) **S.S.L.C.:**
Passed from **CCPLM ANGLO-INDIAN School, Kerala**,

❖ **Personal Details**

Name : Mr. Jim Rodrigues.
Date of Birth : 15th July 1985.
Sex : Male .
Marital Status : Married.
Language known : English, Hindi, Malayalam.
Present Address : Pavana House
Alappat Cross Road,
Ravipuram.
Phone No.: +91 9633279199.
E-mail : **jimrdrgs@gmail.com**

I hereby declare that the information given above is true to the best of my knowledge and I would render my services to the best satisfaction of my employer.

Date : 01.02.2018
Place : India.

Jim Rodrigues