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|  | BAIJU M SEKHARAN  Mail – baijums@gmail.com Mob: +91 949751833, 9744132140 |

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|  | Have seventeen years of overall experience. My work exposure covers Administration, HR process and managing clients. I also handled online portals by managing its web research and online content with media queries. Began my work life as a data analyst and software tester.  Education  Bachelor Of Commerce, Indira Gandhi National Open University, New Delhi  GNIIT (NIIT, New Delhi)  Other Skills   * Work exposure to Front page 2000, Adobe Photoshop, scanning process and Microsoft Office Suite. * Online data conversion. * Languages Known – English, Hindi (Read, Write and Speak) ; Malayalam, Tamil (Speak Only)   Experience  Working as Administrative Officer in Amrita Resource Management wing under Amrita Institute of Medical Science Kochi, Kerala since May 2018.  Handling the office and necessary correspondence related to Staff and management process. Drafting of minutes meeting data for official records.   Managing mail schedule related to official tasks and other works. Maintaining Attendance Records of staff and project site workers till pay generation. Background checking of workers related to their work profile and age. Preparing reports on materials and work.  Worked as Administration Officer at Lofty Plus Event Management LLC, Dubai, UAE since January 2016 to January 2018.  Handling the office and necessary correspondence with clients and management. Assisted staff in services and support related to events coordination in managing Birthday, Baby Shower, Company Celebration and Decorations.  Prepared daily report on staff activities and submitted it to the Director. Using Microsoft suite for generating reports on staff and expenditure incurred. Managing Attendance records and HR related enquiries for screening candidates.  Prepared content for sales promotion and managed the process till the promotion part. Also managed online content for sales promotion in various websites.  Worked as a Senior Resource Analyst at MAC Group, Dubai \ INDIA Since March 2013 to December 2015.  Work involved on posting content at the job portal and sourcing resumes for clients and mapping it as per the respective openings.  Also handled administrative tasks involving documentation and accounting process for clients. Besides this also took care of managing office and its resources.  Senior Research Analyst at NG Connectivity Data Systems, Chennai, INDIA February 2011 to November 2012.  Work involved internet research from online sources and editing it.  Content taken from various sources is checked and incorporated into an online database. Also fetched information from Factiva tool for uploading.  Train and guide new members on the work process.  Content Manager in Business Links Print and E-data, Chennai, INDIA May 2009 till December 2010.   Managing and editing content on business projects in http:// www.newsonprojects.com  Editing project details for paid weekly newsletter and project database that is given on one-year subscription. Perform online research through relevant websites for content and later classify, edit and upload it online.  Also involved in handling client calls and HR process for interviewing new candidates for junior positions. Managing customer queries and issues. Handled direct and online sales process for procuring advertisements for the website.  Content Researcher in SEA Media One Pvt Ltd, Bangalore-Chennai, INDIA May 2006 to March 2009.  Worked on **AIR CONTRACTS,** a business intelligence portal providing information on airport, airline & aviation in emerging countries in Asia, Africa, Europe and America.  Performing online research through specified websites and use search engine with Airline related keywords. Signing up airline and aviation company websites for receiving newsletters.  Create database containing websites and address information on airline and aviation companies for internal use.  Trained three team members on web research work in Bangalore. Re-editing the online matter and coordinate with copy editor for uploading it online. Managing customer queries and issues.  **Software Instructor at Smitha Engineering Works Ltd Vasco Da Gama, Goa, INDIA April 2002 to April 2006.**  Job involved, giving useful inputs on using MS-word, Excel, and Power Point for office administration. Trained staff in handling customer queries and managing it with limited issues.  Prepared brochure content for sales promotion and managed the process till the promotion part .Also part of Administration and HR process for screening candidates.  **Assistant – Data Processing in Vyapin Software Systems Pvt Ltd. Chennai November 1999 to January 2002**  Work schedule involved as software tester and managing content for Indian & International websites. Worked on testing project for Avatar Real Estate Point & Cybermall (for UK Client), PAL International, (UK client site for generating various company reports), Real Estate Point (Portal Site on Chennai real estate), Reportis (Report Generator for industries), Tell Bill (Developed for UK & Spain client for tracking local and international calls.)  **Other Interests**  Explore internet for research purpose and understanding. Expressing opinion on general issues asked in print and online.  Reading books &magazines, interested in photography, listening to music, watching movies, playing cricket and watching it occasionally.  **Personal** - Date of Birth 17-11-75, **Passport Number** – M5527169  **Permanent Address**  Naduparambil House, West Kallada Thanissery PO, Irinjalakuda Town Via, Thrissur District - 680701, Kerala |