

Resume

SINOJ M J

Abu Dhabi

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Career Objective:

Looking for an opportunity to bring efficiency and expertise to the Executive Office Job to develop in the best possible way and become motivated, positive, and self-responsible with colleagues and management.

Professional Experience:

- Working as **Facilities Maintenance Coordinator Cum Customer care Representative** in ADEEB Group in Abu Dhabi, UAE from January 2015 onwards and currently working in Nation Tower project – International Capital Trading (ICT), AD Corniche.
- Worked as the **Office Administrator** in Brina Books Publications which is a leading school books publisher in Kerala, India from April 2014 to Dec 2014.
- Worked as a **Residential Psychological Counselor** at Kerala Kalamandalam Deemed University for Art & Culture, Thrissur, Kerala from June 2012 to March 2014.
- Worked as **Regional Project Coordinator** in PPTCT (Prevention of Parents To Child Transmission-HIV) project runs by Walayar Valley Lions Trust, controlled by IL & FS (ETS) and funded by Global Fund in Kerala

Activities & Responsibilities:-

- **ADEEB Group & ICT** - Telephone/Email review and forwarding for suitable action, CRM Data Entry, File Management, Report preparation, Follow-up with the issues, Satisfaction Survey, Assisting to RealEstate Leasing team & Maintenance Team, Etc.
- **BRINA Books** - Admin works, preparing duty roaster of the staff, preparing the daily accounts, preparing the Stock & Distribution Register of the books, Etc.
- **KALAMANDALAM** - Providing the psychological counseling to the resident students of the institution, Resident tutor, providing moral and medical awareness classes, Etc.
- **PPTCT** - Coordinate the activities of the HIV project in 3 districts, guiding the Out Reach Workers, Providing the Counseling to HIV Patients, Report preparing, Daily accounts, Etc.

Educational Qualifications:

- ❖ Post-graduation / Master degree in **Master of Social Work (MSW)**, specialized in Medical & Psychiatry from Mahatma Gandhi University, Kerala, India on 2009-2011
- ❖ Graduated in **Bachelor of Arts in Philosophy** from Mahatma Gandhi University, Kerala, India on 2006-2009

Professional Strength/Skills:

- Have the interpersonal ability to conceive, convince and train
- Self-confidence, Sincere and reliable
- Quick to learn and adapt any kind of challenges
- Excellent working relations with superiors as well as colleagues
- Disciplined, hardworking and having strong responsible nature
- Self-motivated and initiative, well organized, dedicated & result oriented

Personal details:

Date of Birth	- 20/02/1986
Nationality	- Indian
Marital Status	- Married
Religion	- Christian
Language Known (Read & Write)	- English, Tamil, Hindi & Malayalam
Computer Skills	- MS Office, CRM Oracle
License	-Manual Driving License from UAE

Reference:

1. Mr. Ziad Nabeel, +971 55-9004265, Ziad.Harb@ICT.ae
2. Mr. Raju Rapheal, +971 50-2069070, Raju.Raphael@alainproperties.ae

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. If appointed, I assure you, and that I will carry out my duties to your entire satisfaction with utmost perfection.

Thanking you in advance,

Yours faithfully,

SINOJ M J