



NEENA EDWARD
KOCHERRY(H),
UNNI RAMESH ROAD
THOPPUMPADY
KOCHI
Pin: 682005

Passport No:

S5015648

E-mail

neenaedward08@gmail.com

Phone

+91 7736641126

Personal Details

Name of Father

K R EDWARD

Name of Mother

PHILOMINA EDWARD

Date of Birth

26-11-1994

Place of Birth

Ernakulam

Gender

Female

Nationality

Indian

Marital status

Single

Linguistic skills

English, Malayalam,
Hindi.

Hobbies & Interests

Reading, Listening to
music, Teaching

CURRICULUM VITAE

Career Objective

To make a successful career and move upward along the way through sheer dedication and hard work. To excel in assigned responsibilities and their by ensure professional and personal growth along with goal and aspiration of the organization.

Education

Secondary Level:

| | |
|----------------|-------------------------------------|
| SSLC | CCPLM Anglo Indian H S, Perumanoor. |
| Board | State Board of Kerala. |
| Percentage | 76% |
| Year of Passed | 2010 |

Higher Secondary Level:

| | |
|----------------|--|
| Plus Two | S.D.P.Y Higher Secondary School, Palluruthy. |
| Course | Biology Science |
| Board | State Board of Kerala. |
| Percentage | 73.25% |
| Year of Passed | 2012 |

Graduation level:

| | |
|-----------------|--|
| Degree | Siena College Of Professional Studies Edakochi |
| Course | BSc Information Technology |
| University | Mahatma Gandhi University, Kottayam |
| Percentage | 77.75% |
| Year Of Passing | 2015 |

Computer Skills

- MS OFFICE
- Programming Language C
- C++
- VB
- SQL
- TALLY
- GMAIL AND INTERNET

Work Experience

1. Post : Customer Care Executive
Company : Prime Optics
Period : From May 2015 to June 2016
2. Post : Sr. Executive (Operations)
Company : ASHE Institute, Kaloor.
Period : From 1st July 2016 to till date

Job Responsibilities: Admin & Operations:

Responsible for the overall work performance of the office.

- Maintaining & Managing of a safe and secure work environment; developing symbiotic growth opportunities to the organisation and self.
- Planning, organising, & providing leadership and controlling all administrative functions.
- Providing training and development to the staff.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Ensuring that human and material resources are appropriately utilised.
- Monitor and record staff attendance, late coming, leave details and report to Management . Should have proper control over leave & late attendance of staff.
- Validate and approve leave for Councillors
- Coordination & communication with external agents in the necessary conditions for the proper functioning of the organisation.

OPERATIONS :

- Responsible for Asset maintenance /procurement of new with approval from Directors.
- Purchases materials by obtaining requirements; negotiating price, ensure the quality, and delivery; approving invoices.
- Ensure the material stocks; stationeries are sufficient for training as well as Office Operations.
- Maintain the master keys and allocate the responsibility in absence.
- Coordination with training venue and monitor/ensure the facilities before training and Examination arrangement.
- Regular Monitoring of the website updating & Coordinate with vendor for timely updation of company website.
- Maintenance of petty cash and control over daily expenses of the office.
- Ensure the cash collected from Candidates are deposited in bank that day itself.
- Prepare vouchers & Coordinate with Management for accounts payable.
- Ensure all the Bills of the office are paid within the prescribed date after getting approval from Management.

TRAINING:

- Responsible for the planning of Different Batches of training across all the branches and proper allocation of trainers .
- Make sure the trainers are intimated well in advance through mail as well as phone.
- Coordinate for the travel & accommodation of the trainers & the invigilators.
- Coordinate with Hotels for Banquet Bookings and ensure every arrangement is done for the smooth conduction of training & Examinations.

- Responsible for the enrolment of student data in NEBOSH website at the Registration closure for each Batch.
 - Responsible to receive, acknowledge and safe storage of examination materials.
- Act as In charge of coordinating & monitoring the exams

Workshop (1Day)

Attended a one day career oriented program organized by the MCA department of Union Christian Collage, Aluva on 31/1/2015.

Strengths

- Can Quickly Grasp and Learn New Technologies
- Presentation Skills
- Sincere & Hard working
- Willing to shoulder challenges and responsibilities.
- Optimistic
- Patience
- Strong belief in team work and committed leadership.
- Cooperative & Friendly

Declarations

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

Place: THOPPUMPADY
Date : SEPTEMBER 2019

NEENA EDWARD