



## **SANOJ P S**

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### **Career Objective**

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To secure a long term challenging career position with a professional, ambitious company, which would utilize my potential help growth of my career in an organization where employee's talents, efforts and work is recognized.

### **Academic Profile**

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- B.A. Economics (3 Years) from MAHATHMA GANDHI UNIVERSITY –Not completed
- HSC Plus Two- (2 Years) passed in 2010 with 62.00% from KERALA GOVERNMENT HIGHER SECONDARY BOARD
- S.S.L.C (10 Years) passed in 2008 with 57.00% from BOARD OF KERALA GOVERNMENT
- DIPLOMA- Diploma Course (6 Months) Pursuing from APTECH  
HARDWARE AND NETWORK ENGINEERING

### **Career Summary**

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- OPERATION EXECUTIVE -BAJAJ ALLIANZ LIC.LTD           5 Years
- GATEWAY BEAUMONDES- ASSISTANT MANAGER           1 Year

## **Roles and Responsibilities Handled**

### **❖ BAJAJ ALLIANZ- OPERATION EXECUTIVE (OPERATIONS SUPPORTING STAFF)**

- Assisting the admin manager in performing the office work
- To manage their inventories and issuance /conducted book keeping inventory controle
- Maintained office supplies inventory
- Fix up the meeting & video conference for seniors and branch heads
- Coordinates with the departmental heads for their requirements
- In charge of scanning document to the data base and retrieving archeived records
- Handled employees attendance and absences
- Operatedoffice equipments such as scanners ,Barcode scanners, Receipt printer, Led projector.
- To check the working of the technical asset of the company
- Checking the Recievable with the bills.
- Provided clerical support including answering phone calls.(Answering referring inquiries)

### **❖ GATEWAY BEAUMONDES- ASSISTANT MANAGER(administration)**

- Customer Relation
- To manage their inventories and issuance /conducted book keeping inventory controle
- Maintained office supplies inventory
- Monitoring all branches through the CCTV camera
- Scheduling Interviews
- Explaining office procedures to new or junior members of staff.

## **Personal**

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### **Present Address**

KARIPPEL HOUSE NO. 19/1496,  
VP SASI ROAD,  
THATTAPARAMBU LANE, PALLURUTHY,  
ERNAKULAM, KERALA -682006

Date of Birth : 17-JUL-1992

Gender : Male

Civil Status : Married

Religion : Islam

Caste : Muslim

### **Permanent Address**

KARIPPEL HOUSE NO. 19/1496,  
VP SASI ROAD,  
THATTAPARAMBU LANE, PALLURUTHY,  
ERNAKULAM, KERALA -68200

### **Languages Known**

Malayalam    Read    Write    Speak

English        Read    Write    Speak

Hindi            Read    Write    Speak

Arabic         Read    Write

## **Self-Declaration**

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Certified that the information furnished above are true to the best of my knowledge and belief

Signature uploaded:

Signature:

Sanoj p s

