

SHIJI LINDO

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CAREER OBJECTIVE

To seek a challenging career where I can integrate my skill and abilities.

ACADEMIC QUALIFICATION

CLASS	BOARD /UNIVERSITY	YEAR OF PASSING
B.B.A	M.G UNIVERSITY KOTTAYM	2015
PLUS TWO	KERALA STATE BOARD	2012
S.S.L.C	KERALA STATE BOARD	2009

WORK EXPERIENCE

ANNTECH OFFSHORE ENGINEERING PVT LIMTD January 2019 TO June2021

Designation;Hr administrative (Mumbai)

: Coordinate office activities and operations to secure efficiency and compliance to school policies.Supervise administrative staff and divide responsibilities to ensure performance,Manage agendas/travel arrangements/appointments etc. etc. for the upper management,Manage phone calls and correspondence (e-mail, letters etc.),Support budgeting and bookkeeping procedures,Create and update records and databases with personnel, financial and other data.Assist colleagues whenever necessary

ST.MARYS CONVENT SCHOOL FARIDKOT, PUNJAB March 2016- tillnovember2017

Designation: Hr administrative (Punjab),

Responsibilities: Coordinate office activities and operations to secure efficiency and compliance to school policies.Supervise administrative staff and divide responsibilities to ensure performance,Manage agendas/travel arrangements/appointments etc. etc. for the upper management,Manage phone calls and correspondence (e-mail, letters etc.),Support budgeting and bookkeeping procedures,Create and update records and databases with personnel, financial and other data.Assist colleagues whenever necessary.

CAREON MEDICAL DISPOSABLE PVT .LTD COCHIN

Designation: 45 DAYS INTERNSHIP

computer knowledge

- Internet Knowledge.
- Diploma in IT
- Ms Office

PERSONAL DETAILS.

Father's Name : Mr. JOSE K.O
Date of Birth : 13-may-1994
Gender : female
Nationality : Indian
Passport no : S4464918
Marital Status : married
Languages Known : Malayalam, English, Hindi, Tamil&, Punjabi
Hobbies : Travelling, drawing &painting, reading

SHIJI LINDO

SIGNATURE