



# CURRICULUM VITAE

# SANOJ PS

## CAREER OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## CONTACT



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## HOBBIES



Photography



Drawing



Trekking

## EDUCATION

### MAHATHMA GANHI UNIVERSITY

B.A. ECONOMICS

Completed

### HIGHER SECONDARY

HSC Plus-two

Mark 68.00%

2010

### S.S.L.C

Mark 57%

2008

### DIPLOMA (APTECH)

Hardware & Network Engineering

## EXPERIENCE

### BAJAJ ALLIANZ LIC.LTD

Assistant Operation Executive /Admin Asst.

5 Years

### GATEWAY BEAUMONDES

Administrative Assistant

## ROLES AND RESPONSIBILITIES HANDLED

- Assisting the admin manager in performing the office work
- Fix up the meeting & video conference for seniors and branch heads
- Assigning housekeeping tasks to staff and inspecting work to ensure that the prescribed standards of cleanliness are met
- Scheduling staff shifts/absence and organizing replacements are required
- To manage their inventories and issuance / conducted book keeping inventory control
- Maintained office supplies inventory
- Assist training and Explaining office procedures to new hires
- Coordinates with the departmental heads or their requirements
- All big offices monthly visits and small offices quarterly visits
- In charge o scanning document to the data base and retrieving archived records
- Handled employees attendance and absences
- Scheduling Interviews
- Operated office equipments such as scanners, Barcode scanners,Receipt printer, Led projector
- To check the working of the technical asset of the company
- To checking of Electrical & Fire safety Equipment on Monthly/Quarterly Basis
- Coordinating with the all Landlords to get Rent Invoice / Electricity Bills every month
- Checking the Receivable with the bills.
- Provided clerical support including answering phone calls.(Answering referring inquiries)
- Customer Relation
- Maintain Office supplies inventory
- Monitoring all branches through the CCTV camera
- Assist training and Explaining office procedures to new hires