

ARYA M.S.

Mob: 7356511898 Email.: aryamulloth@gmail.com

Key Strength: Communication/ Co-operation & Co-ordination/ Promptness & Sincerity/
Positive Attitude/Smart Work/ Team Work

PROFILE

- Qualified MBA (HR) with 1 year experience in Administration as an Administrative Assistant on a Public Sector organization.
- A strong team player with excellent communication, negotiating, problem solving and interpersonal skills.

EXPERIENCE

THE BBTCL as ADMINISTRATIVE ASSISTANT

2018-2019

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as drafting letters and emails, submission of Returns, filing etc.
- Assist in preparing executive level Reports and Presentations.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Contributes to team effort by accomplishing related results as needed

EDUCATION

2017 MBA (HR) from C U S A T.
2015 BA ECONOMICS from THE COCHIN COLLEGE.
2012 Higher Secondary from GGHSS Ernakulum.
2010 High School from SDPY GVHSS, Palluruthy.

SKILLS & ACHIEVEMENTS

- Pursuing Diploma Course in Human Resource Management (HRM) by UDEMY.
- Certificate Course on Microsoft Excel - Excel from Beginner to Advanced by UDEMY.
- Undergone a Guided Project on Power point presentation by Coursera.
- Undergone a Guided Project on Canva – To create Employee Communication.

PERSONAL SNIPPETS

Date of Birth : 15.12.1994
Languages Known : Malayalam, English, Hindi
Marital Status : Married
Address : Kannankeril House, Kadebhagam, Palluruthy, Kochi-6