

# SHARISHA M PUSHPAN



## Permanent Address:

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## CAREER OBJECTIVE

To perform, utilizing my skills and knowledge, in a manner which will lead to the successful growth of the organization and which will also land me in a successful career.

## ACADEMIC QUALIFICATIONS

EXAMINATION	BOARD/ UNIVERSITY	YEAR	MARKS
B.Tech CIVIL ENGINEERING	COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY	2013-2017	FIRST CLASS
12 <sup>th</sup> BOARD OF HIGHER SECONDARY EXAMINATION	STATE BOARD	2013	82%
10 <sup>th</sup> KERALA STATE BOARD	STATE BOARD	2011	80%

## WORK EXPERIENCE

### Working as Office Assistant at MPEDA

Institute : The Marine Products Export Development Authority  
Duration : November 2019- Continuing  
Place : MPEDA House, Ernakulam, Kerala, India

### NATURE OF DUTIES

#### Personal Assistant (PA) to Joint Director (Marketing, MPEDA)

- Serving as a caller's initial point of contact, replying to emails and calls, forwarding messages, and marking calls for the Boss attention.
- Regulating access to the manager or executive, scheduling meetings and appointments, and monitoring diaries.
- Scheduling and arranging accommodation, transportation, and travel, as well as planning conferences and events.
- Bringing to the attention of the management or executive relating to key responsibilities and deadlines.

#### Market Promotion Section

- Assistance to seafood exporters for participating in International Fairs in India and abroad.
- Communicating with Embassy, employees, suppliers, and clients while putting procedures and administrative systems into place.

## Personal Data:

### **Date of Birth :**

05th May, 1996

**Gender :** Female

**Nationality :** Indian

**Marital Status :** Single

## Languages Known:

Malayalam, English, Tamil

## Interests:

Interested in meeting and interacting with people, love to explore new places and learn their culture and tradition, social work. Photography and reading.

- Typing, collating and creating brochures, flyers, letters, reports, preparing data and presentations.

## Newsletter Desk

- Publishing MPEDA newsletter, doing proof editing, vetting document and compilation of data.
- Canvassing Seafood Exporters for Advertising, Subscription, Renewal of subscription of MPEDA Newsletter.

## Statistics Section

- Preparing reports in the word, PPT and excel file which includes Statistical data, its inference write-up and graphical representation viz. trend graph, Pie chart and bar chart etc.

These reports contained data dynamics at various levels viz. item, country, region, grade, port at the time scale of across month to decades with data e.g. volume, US\$ and Rupee value and unit value.

## Development Section

- Scrutiny of Bank statements, Invoices, Estimates and balance sheets for financial assistance applications.

## **Worked as Overseer, at CUSAT**

Institute : Cochin University of Science and Technology

Duration : April 2019 – October 2019

Place : University Road, South Kalamassery, Kalamassery, Kochi, Kerala 682022

### Nature of duties

- Assist the Assistant Engineer with the collection of all field data for preparing layout and preliminary estimates.
- Assist the Assistant Engineer in inviting tender, preparing the tender schedule, accepting tender, executing an agreement for works, passing bills and making payments, and submitting notes for issuing orders.
- To see if the plans and specifications are followed in the execution of each item of work.
- Check the quality of materials on arrival at the site to see that the materials comply with the specifications while in use.
- To watch the proportion of ingredients in mortars, concrete, and bituminous premix, and ensure that they are as per standards specified for the particular item of work concerned.
- Check and see that the workmanship in the execution of work is good. Ensure that quality is maintained. Ensure the proper curing for cement works. The work of cement concrete/cement concrete with skin reinforcement shall be done under his direct supervision and

ensure the quality of all items of work.

- Ensure proper care and protection to avoid accidents or danger to workmen, third parties, or adjacent properties as per the safety code.
- Monitor that the contractor faithfully observes the general conditions of the contract.
- Keep in safe custody all the papers/ files relating to a particular work assigned to him in the absence of clerks.

## PROFESSIONAL TRAINING

- Successfully completed '**Internship**' at Cochin Port Trust for 10 days.
- Successfully completed '**Internship**' at Skyline Foundations and structures Homes for 5 days.

## MAIN PROJECT

- Optimization model for Solid Waste Management in Cochin Corporation using Integer Programming and GIS.

## SKILLS

- Soft Skills: Communication, Teamwork, Work Ethic, Time management, Interpersonal Skills, Flexibility, Multi task.
- Hard Skills: Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Typing

## DECLARATION

Here by, I declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

(SHARISHA M PUSHPAN)

Place :

Date :