

PRAJEESH.K.S

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Present Address

Koyippilly house,
Jubilee road,
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Kerala
Pin-683101

Personal Data

Date of Birth :27.07.1985

Sex : Male

Nationality : Indian

Marital Status: Married

**Mobile no: 9526955015
949682425**

OVERVIEW

Post Graduate in **BioChemistry** from Sree Sankara college, Kalady, Ernakulam, affiliated to Mahatma Gandhi University, Kottayam, Kerala.

SUMMARY OF EDUCATION

COURSE	INSTITUTE	YEAR
Master of Science in BioChemistry	Sree Sankara college, Kalady	September 2011
Bachelor of Science in Petro-chemicals	AL-AMEEN College, Edathala,	March 2009
Plus Two	Board Of Higher Secondary	March 2006
Secondary School Leaving Certificate	Kerala Board	\March 2003

TOTAL WORK EXPERIENCE (8 Years)

- Worked in FACT for the post of supervisor for 3 months (contract base)
- Analytix coporation solution pvt.ltd for the post of Administation And Operation for 3 years
- Albedo School of Business Management for the post of HR/Admin for 2.5 years.
- GEOJIT (client registration department) for 3 months (contract base)
- Worked in JYOHIS ACADEMY for the post of Manager.
- Now working in FIITJEE LTD for the post Sr.Executive-ACADEMIC OPERATION.

OBJECTIVE

I would like to explore the bit of knowledge I possess and try to learn as much as possible by putting efforts and being committed to my work.

To grow with the organization where systems and procedures are in place and the overall growth in terms of personal & career is assured to be versatile in profession.

STRENGTH

- Optimistic, Sincere & Hard work.**
- Flexible towards work atmosphere.**
- Willing to learn and keen to accept higher responsibilities.**
- Excellent Interpersonal and communication skills**
- Ability to motivate and inspire confidence in the team**
- Self-confidence and great belief in GOD**

AREA OF INTEREST

- Chemist
- Quality control of petroleum
- Administrative support
- HR
- Full Office Job

JOB RESPONSIBILITY

- Branch Admin - water, tea, housekeeping, stationery, office cleanliness, facilities.
- Admission coordination, document completion, verification and handover
- Employee Life cycle – Email id, Phone, IDcard, B.cards
- Office cleaning monitoring, Deep cleaning plan in a month.
- Process Adherence
- Books Order, dispatch, File maintenance
- Stationery file maintenance, order, delivery
- Stock file – Prospectus, CD's
- Employee Engagement – B'day, celebrations planning , mailers
- HR & Admin MIS – Branches and collation
- Petty cash handling.

- New branch setting up responsibilities- Registers, Assets handling , Purchase, Mobile Phone, Lan Phones, Broadband, Signage, Prospectus, Letterhead, envelopes, Business cards, application forms Petty cash Process etc.
- Asset Register- Get from branches and collation as per process
- Key Register
- DG/Housekeeping register
- Branch checklist
- ISD tracker
- Facilities and Asset Maintenance
- Any other Admin related responsibility as specified in Process

Job responsibility as academic operation:

- Timetabling:
 - Creating and maintaining the computerised timetable, including editing one-off events and rescheduling sessions to ensure that academic staff and students have up-to-date schedules.
 - Using the timetable application (SOVERIGN) to plan for the next academic year, and using the outputs to advise on staff hours, room requirements and timetabling adjustments.
 - Liaising with academic staff about availability for timetabling.
 - Room booking for internal events and ad-hoc bookings.
 - Providing staff and student training on relevant College databases and IT systems.
 - Analysing attendance data regularly in order to provide information required by the Student Attendance Policy.
 - Developing and maintaining the functionality of the Student Information System, and being main point of contact for functional queries.

TECHNICAL QUALIFICATION

- Proficiency in operation of personal computers and software packages like Microsoft Office.
- Diploma in Computer Hardware
- Visual basic, C++ and PHP

EXTRA CURRICULAR ACTIVITIES

- Playing computer games.
- Surfing.
- Reading to keep knowledge updates

PERSONAL QUALITY

- FRIENDLY and endearing in nature
- I am CONSISTENT
- AGGRESSIVE in finishing the given task
- LOYAL and adjustable to every one

DISSERTATION

Quality control of petroleum, “BPCL- Kochi Refinery”, Ambalamugal, Kerala India

SEMINAR AND CONFERENCE

Attend the NAAC sponsored seminar on “**MOSQUITOES AND EMERGING DISEASES**” held in the St. Albert’s College, Ernakulum

LANGUAGES PROFICIENCY

- English
- Malayalam

REFERENCE

Dr. P.T. LAKSHMAN, Ph.D., A.R.S.,
Principal Scientist & Head
Biochemistry & Nutrition Division,
Central Institute of Fisheries Technology
Matsyapuri, Cochin-683101

DECLARATION

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:
Date:

PRAJEESH K S