**15.12.2016, Thursday**

**To:**

**The Senior Manager – HR,**

**Precot Meridian Ltd – A Unit,**

**Kanjikode West, Palakkad -678623**

Respected Sir/Madam,

**Subject: Job application for the post of Welfare Officer.**

**Ref:** **As per the Malayala Manorama Advertisement, Dated 14.12.2016**

With reference cited above, I wish to apply for the position of Welfare Officer job in your esteemed Organization.

I am completed my ‘Masters in Business Administration (MBA) from SAN International Business School, Anna University. I am presently working as an **Assistant Administrative** **Officer at Ahalia School of Management, A Unit of AHALIA INTERNATIONAL** **FOUNDATION Palakkad, Kerala, India**. This work experience and academic curriculum has taught me valuable workplace skills.

I have attached my resume with the mail for your kind perusal. I am confident that I would be a beneficial addition to your esteemed Organization. Thank you for your time and consideration.

With regards,

**VIGHNESH.R**

**RESUME**



**VIGHNESH R**

Anugraham House, Thorapuram, Mannarkad (P.O), Palakkad, Kerala-678582

Contact No. +919567230551,

Email: [vigneshrdas25@gmail.com](mailto:vigneshrdas25@gmail.com)

**Career Objective**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

**Professional Summary**

* Over 2 years of administrative experience for educational institution.
* Trained two administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy.
* Proficient in providing project support to different work teams based on standard procedures and policies.
* Demonstrated ability to provide administrative services to senior managers.
* Able to perform all clerical and secretarial duties.
* Sound ability to manage documentation and keep track of records and files.
* Proficient in MS Office Suite.

**Career Profile**

* Working as an **Assistant Administrative Officer** in **Ahalia School of Management.** A Unit of **AHALIA INTERNATIONAL FOUNDATION** Palakkad, Kerala, India **(October 2014 present).**

**Duties & Responsibility**

* HR activities like Payroll preparation, provisional tax, leave recording & other statutory matters.
* Sourcing advertising opportunities and placing adverts in the press, hoardings, or on the radio.
* Contributing and developing marketing plans and strategies
* Provide them with information about financial aid, scholarships, program and specialization.
* Looking after day to day office activities: Juggling phone calls, handling mail and offering administrative advice when needed.
* Providing quality customer service.
* Updating weekly report and send to the management on time.
* Co-ordinate transportations.
* Monitoring and controlling day to day activities of staffs.
* Conducting meeting with department heads on daily basis.
* To participate in the on-going development procedures & processes for the college administrative office.

**Professional Achievement:**

* Successfully completed all the documentation works and papers required for the AICTE, AISHE & Calicut University (AY 2014-16, 2015-16) for Ahalia School of Management, Palakkad.

**Key Strength**

* Comprehensive Problem Solving abilities
* Ability to deal with people diplomatically
* Willingness to learn team facilitator hard worker

**Academic Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **University** | **Year** | **Percentage** |
| MBA in HR & Marketing | SAN-IBS, Coimbatore | Anna University, Chennai | 2014 | 86% |
| B.Sc Electronics & Communication Systems | AJK CAS, Coimbatore | Bharathiar University, Coimbatore | 2012 | 82% |
| HSE (Science) | G.A.P.H.S.S,  Elappully, Palakkad | Kerala State Board | 2009 | 65% |
| SSLC | St. Sebastian High School, Marutharoad, Palakkad | Kerala State Board | 2007 | 69% |

**Projects**

* Had completed “***a study on effectiveness of training & development at ITI Limited, Kanjikode, Palakkad.***
* Had completed ***“a study about the organization and the functions of various departments at PARAGON Steels Pvt.Ltd., Kanjikode, Palakkad.***

**Personal Profile**

|  |  |
| --- | --- |
| Nationality | Indian |
| Gender | Male |
| Date of Birth | 25th December 1991 |
| Languages Known | English, Hindi, Malayalam, Tamil |
| Hobbies | Computing, Outdoor pursuits, Listening music and like to play cricket. |

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date: 15.12.2016

Place: Palakkad **VIGHNESH R**