

M. Jose

Admin Executive & Documentation

Chennai, Tamil Nadu

jainjosedsilva7_rrx@indeedemail.com

+91 95516 44668

Enhancing knowledge and skill to reach the top of the ladder, in the organization I work, through efficient and effective performance.

Work Experience

Admin Executive & Documentation

APT Dental - Chennai, Tamil Nadu

February 2012 to Present

Admin Executive & Documentation

CKMS CONSULTANCY

March 2011 to February 2012

Responsibilities:

- In-charge in appointment of candidates as Trainees.
- Providing orientation program to the Trainees.
- Arranging for Training Programs by Professionals.
- Providing Job guidance.
- Online Job Hunt and directing the trainees for interviews.

2D Game Designer and Admin Executive

Moogle Soft Pvt. Ltd

August 2009 to January 2011

Responsibilities:

- In-charge of game character design.
- Creating game backgrounds, objects, etc.
- Online Game promoting and Website maintaining
- New Game Concept creating
- Training New Executives.
- Co-ordinate the Issues with different teams and have the same to be resolved.
- Generating Daily Reports.

Software Used:

- Adobe Flash CS3

Admin Executive

Madha Engineering Industries

May 2004 to July 2009

Responsibilities:

- In-charge of purchases of materials
- Supplying the material for production.

- Inspection of the finished product.
- Accounts maintenance.
- Despatching of finished products

Education

B.Com in Commerce

Loyola College

2004

Accountancy

Sec.School

2001

Maths

Grace Mat.Hr.Sec.School

1999

Additional Information

SKILLS:

Technical Skills:

Operating Systems: MSDOS, WINDOWS 2000/XP/7.

Languages: C and Visual Basic 6.0

Packages / Tools: MS Office (Word, Excel, Power point) ..

Multimedia Tools: Adobe Photoshop, Macromedia Flash, Adobe Premiere,
3D's - MAX, Sound Forge

Accounting Software: Tally Version 6.3 (Genesis Tally Academy)