



SHYAM REMESH

ADMINISTRATOR

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PROFILE

TO OBTAIN A POSITION THAT WILL ENABLE ME TO USE MY STRONG ORGANIZATIONAL SKILLS. AWARD- WINNING EDUCATIONAL BACKGROUND AND ABILITY TO WORK WITH PEOPLE AND IMPROVISE SELF & DEVELOP MY SKILLS AND BEING ME AT ANY STAGE.I ALWAYS WANT TO PROVE TO THE WORLD THAT I CAN TAKE UP ANY CHALLENGE AND SUCCEED IN WHATEVER I DO.I AM A PERSON WHO CAN TAKE UP THE HARDEST TASK WITH IN A SMILE ON MY FACE. I AM A SELF STARTER & ABILITY TO MINGLE WITH PEOPLE AND QUICK ADAPTIVE TO ANY SITUATION & QUICK LEARNER FOR PERFORM ANY DUTIES.

PERFORMING SKILLS

Project Management



Problem Solving



Creativity



Leadership



WORK EXPERIENCE

ADMINISTRATOR

JAN 10 2022 - PRESENT

PRAYAS EDUCATION AND LEGAL SOCIETY

FINANCE MANAGEMENT AND AUDITING,HR DEPARTMENT DUTIES, OVER ALL CO-ORDINATION AND MANAGEMENT OF ORGANIZATION ACTIVITIES,PROVIDE TECHNICAL ASSISTANCE AND CONTENT CREATION, MAINTAINING COMMUNICATION AND ORDER EVERY LEVEL OF WORK,ALSO HANDLING MENTORING AND COUNCILING SESSION FOR 7-12 GRADE STUDENTS.

MANAGER

15 APRIL 2019 - 05 JANUARY 2022

PURPLE BOKEH WEDDINGS

CUSTOMER HANDLING,FRONT OFFICEWORKS ,COORDINATING PHOTOGRAPHERS, VIDEOGRAPHERS FOR WEDDING WORK AND CINEMATOGRAPHY. MAINTAIN THE TEAM SPIRIT, CONDUCT TEAM MEETINGS, INFORM THE WORKSHOP CLASS AND PARTICIPATE MEMBERS TO IMPROVISE THERE SKILLS AND IDEAS,ENSURING THE EDITORS TO MAINTAIN QUALITY , FOLLOW UP WITH CUSTOMER EVEN AFTER SERVICE, DELIVERY WORKS TO CUSTOMER, ENSURE CUSTOMER SATISFACTION, UPDATE WORK ACTIVITIES THROUGH SOCIAL MEDIA .ALSO DO YOUTUBE LIVE STREAMING FOR CUSTOMERS PREFERRED FUNCTIONS AND GRADE PHOTOS.

DEMONSTRATOR

10 APRIL 2017 - 02 DECEMBER 2018

PHILIPS INDIA LTD

GIVE TRAININGS TO ISP IN ALL KERALA PHILIPS APPROVED SHOPS , CONDUCT LIVE DEMO TO CUSTOMERS AND CONDUCT EXPO, RECRUITMENT OF STAFF TO VARIOUS SHOP AND HANDLING THEM TO ACHIEVE GOALS. PROVIDE NECESSARY NEEDS & SERVICE TO ISP & CUSTOMERS.

EDUCATION HISTORY

• WORD PROCESSING

85% MARCH 2022

G TEC EDUCATION CHERTHALA.

• DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

93% DECEMBER 2020

G TEC EDUCATION CHERTHALA.

• DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

68% OCTOBER 2020

RABINDRANATH TAGORE UNIVERSITY (AISECT).

• COMMERCE WITH COMPUTER APPLICATION

75% MARCH 2014

A.B.V.H.SCHOOL MUHAMMA.

• SSLC

75% MARCH 2012

GOVT.HS.MANNANCHERRY.

TECHNICAL SKILLS

PHOTOSHOP,MS OFFICE, EXCEL,POWERPOINT,PHOTOGRAPHY &VIDEOGRAPHY, BASICCOMPUTER KNOWLEDGE,QUALIFIED IN ACCOUNTING SOFTWARES (ERP PRIME AND ERP-9,PEACHTREE,QUICKBOOK)LIVE YOUTUBE VIDEO STREAMING AND V-BLOGGING, PHOTO EDITING AND HELICAM OPERATING.

ACHIEVEMENTS

BEST CUSTOMER HANDLER (PHILIPS)
BEST TARGET
ACHIEVEMENT (PHILIPS)

INTERESTS

FRONT AND BACK OFFICE WORK, FIELD WORK, TRAVELLING AND PHOTOGRAPHY WORKS.

SKILLS

GOAL ORIENTED,
SELF MOTIVATOR,
HARD WORKING,
MANAGEMENT SKILLS,
CO- ORDINATION SKILL,
QUICK LEARNER,
WILLING TO TAKE RISKS,
COUNSELING AND
MENTORING SKILLS

HOBBY

PLAYING FOOTBALL,
SWIMMING,
LISTENING MUSIC,
CINEMATOGRAPHY,
RIDE BIKES,
WATCHING MOVIES,
LEARN A NEW SKILLS.

PROJECTS

CIVIL DEFENCE VOLUNTEER

CURRENT

A CIVILIAN WHO HAVE TRAINED BY FIRE AND RESCUE OFFICERS FOR WORKING AND PLAY KEY ROLES IN UNCERTAIN CALAMITIES HAPPENS,ALSO ATTENDED DISTRICT LEVEL CD TRAININGS.

STAR (SUPPORT TEAM FOR ACTIONS AND READINESS)

12 MONTHS

REGISTERED AS VOLUNTEER IN SANNADHA SENA AND SELECTED AS A TEAM LEADER,TO ACCOMPLISH DUTIES LIKE HELP AND GIVE ASSISTANCE TO COVID CENTRES, COLLECTION AND STORING OF DATA AND PREPARATION OF REPORTS.FINALLY CO-ORDINATION VOLUNTEERS AND ASSIGNING DUTIES TO CO-WORKERS.

AFTER COMPLETION OF DUTIES, NEWLY ASSIGNED ELECTION ,COVID 19 PRE PLANNED WORKS.ALSO WORK FOR STAR AS CROWD MANAGEMENT DUTIES.

COVID CONTROL ROOM

8 MONTHS

NORTH ARYAD BLOCK UNDER ARDRAME ARYAD WE FORM A TEAM IN PANCHAYATH TO PREVENT COVID 19 DISEASE SPREADING .COLLECT DAY TO DAY DETAILS OF HOME QUARANTINE, COVID POSITIVE . CONTACT EACH AND EVERY ONE ASK THEM THERE CONDITIONS AND THERE NEEDS, TAKE NECESSARY STEP TO FULL FILL THERE NEED WHICH REGARDING OUR GUIDELINES GIVEN BY AUTHORITY.PREPARE FINAL REPORT OF DAY END BY COLLECT DETAILS MYSELF & MY TEAMMATES , ENSURE CALLED EACH AND EVERYONE AND LIST NAME AND DETAILS WITH DATABASE AND REPORT SUBMIT TO AUTHORITY.

ONAM PROJECT 60

2 MONTHS

ONAM SPECIAL TEAM 2018 FOR HANDLING ISP & CONDUCT DEMO ACTIVITY, MERCHANDISING ACTIVITIES, ALL KERALA SHOP VISIT AND GIVE TRAININGS TO ISP , PROVIDE NECESSARY NEEDS & SERVICE TO ISP & CUSTOMERS.

ACTIVITIES

TRAVEL AROUND INDIA,
HIKING,
V-LOGGINGS,
SPENT TIME TO CREATE
MEMEMORIES,
ARCHIVING MY DREAMS ONE
BY ONE.

PERSONAL PROFILE

DATE OF BIRTH : 12/12/1996.

MARITAL STATUS : SINGLE.

NATIONALITY : INDIAN.

KNOWN LANGUAGE : MALAYALAM,
ENGLISH,
HINDI,
TAMIL.

LICENSE : 2,3 AND
FOUR WHEELER.

PASSPORT : YES.

PANCARD : YES.

FATHER : REMESAN.R.

MOTHER : SUGANTHAMMA.

SIBILINGS : RAHUL.R,
SREE LAKSHMI.R.

REFERENCE


- **BRASHNEV.TV. (OWNER)**
PURPLE BOKEH WEDDINGS
INFO@PURPLEBOKEH@GMAIL.COM
+91 9895273696
- **JWALIN.VS. (TEAM LEADER)**
PHILIPS INDIA LTD
JWALINVS@GMAIL.COM
+91 9037448663

DECLARATION


**I AM HERE TO DECLARE THAT ABOVE
MENTIONED DETAILS ARE TRUE IN MY
KNOWLEDGE AND BELIEF.**


**MUHAMMA,
01/02/2022.**


SHYAM REMESH

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