

**V P PRADEEP**

*Avani Koodu, VP 2/432 K,
Vanchiyoorkonam Road, Myladi,
Puliyarakonam P.O
Thiruvananthapuram, Kerala, India*

Mobile : 9495745881

E-mail : pradeepkazhunadu@gmail.com

Objective:

Challenging growth position with a dynamic firm seeking a professional with strong organizational, analytical, administrative, managing, accounting and interpersonal skills.

Experience: 20 Years – Car dealers Industry Experience in Administration and Media Managing with Office Staff

Admin Manager

**Perfect Honda,
Chakkai,
Trivandrum from Oct - 2015 to June - 2020**

Admin Officer

**Pothens Hundai,
Maruthoor,
Trivandrum from Nov-2010 to Sep -2015**

Media Assistant

**Sobhagya Advertising Service,
Vellayambalam,
Trivandrum from Jan -2005 to Oct -2010**

Office Assistant

**Coir Board,
Vanjiyoor,
Trivandrum from May – 2001 to Dec – 2004**

Plant Managing Officer

**Premium Tires,
Kalamasery,
Ernakulam, from Mar-1997 to Apr – 2001**

Interlinks:

Strong Interlinks with all the media & news agencies in Trivandrum like Malayalamanorama, Mathurbhumi, Hindu etc

Responsibilities:

- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building new and expanding existing skills by engaging in educational opportunities.

Technical Skills:

Operating System : Windows 10

Designing Tools : PhotoShop

Packages : Microsoft Office

Educational Qualifications:

University and Year Of Pass	Degree	Percentage
YEAR: 1997-2000 Kerala University	BA	50%
YEAR: 1994-1996 Kerala University	Pre-Degree History	54%
YEAR: 1993 SSLC Board	SSLC	55%

Personal Information:

Date of Birth : 13/03/1978

Resident Phone : 8086194845

Age : 42

Father's Name	:	V. VenuGopal
Gender	:	Male
Nationality	:	Indian
Languages Known	:	Malayalam, English, Hindi
Hobbies	:	Listening Music, Browsing

References:

**Sreekala,
Account Manager,
Sobhagya Advertising, Ernakulam
Mobile: 9446584026**

**Dinesh,
Service Manager,
Kairali Ford, Enjakkal
Mobile: 9567029971**

Declaration

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

Place: **Thiruvananthapuram**
Date: 3-Jun-20

V P PRADEEP