**RAGEE RADHAKRISHNAN**

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**PROFILE**

* Dedicated and focused Administrative Assistant who excels at prioritising, completing multiple tasks simultaneously, and following through to achieve project goals.
* **AADCONS INFRA PROJECTS (1 yrs 5 months)**

Aadcons Infra Projects is a Construction Company located in Thiruvananthapuram. It has well Qualified Experienced Engineers who are maintaining and controlling the labours to do the construction works.

**Profile:-Assistant Officer**

* Assists the Co- ordination of project sites.
* Prepares income and expenditures.
* Calculating wages of the workers
* Preparing regular financial and administrative reports
* **CLC LAPTOP CARE (4 months)**

CLC laptop care is Laptop service providing Company located in Thiruvananthapuram. Company has Well Qualified, Experienced and Certified Engineers who can repair / service any kind of Laptop Problems. Company deals with major brands like Dell, Lenovo, Sony, Acer, Toshiba, HP, Asus Laptops etc.

**Profile :-Office assistant**

* Answer calls professionally to provide information about products and services, take / cancel orders, or obtain details of complaints.
* Keep record of customer interactions and transactions, recording details of enquiries, complaints, and comments, as well as actions taken.
* Process orders, forms and applications.
* Maintaining the sales and expenditure log and Preparing the daily report.
* **The Asian Airline Academy ( 1 month)**

The Airline Academy and Asian Aviation College of Management & Science is one of the top and Leading Aviation Colleges in India located at Kaniyapuram in Trivandrum District of Kerala, affiliated to Punjab Technical University and accredited to IATA Training and Development Institute(ITDI) for conducting professional aviation courses recognized by Ministry of Civil Aviation, Govt. of India and many other national and international universities.

**Profile :-Administrative Assistant**

* Designed electronic file systems and maintained electronic and paper files
* Overhauled recordkeeping system from manual to computer–based, creating a user-friendly and systematic information management system and data-retrieval time.
* Adapted to diverse work styles and consistently provided friendly, personable service.
* Manage the daily incoming of the customers.
* Manage the documents in proper way
* **Eizy Travel. Thiruvananthapuram ( 5 months)**

EizyTravel is a modern professional company dealing with air ticket issuance, visa assistance, immigration services and attestation services as well as providing quality services for holidays and business trips.

**Office Assistance**

* Provide administrative and executive support.
* Responsible to handle the telephone enquries.
* **Nikharva Ads & Events Worked as front office (1 year)**

**Projects internship**

Hindustan latex Ltd. Thiruvananthapuram-(Dec 2004 to Mar 2005)

Role; Establish and maintain HR related employee files reflecting salary, payroll exceptions, labor welfare, training and development

Human Resource Intern

Travancore Titanium Products Ltd, Thiruvananthapuram

**ACADEMIC CREDENTIALS**

1. **Post Graduate Diploma in Personnel Management (PGDPM)** from National Institute of Personnel Management (NIPM), Thiruvananthapuram in the year of 2002.
2. **Bachelors of Commerce Degree** from All Saint’s College, Thiruvananthapuram.
3. **Diploma in Computer Applications** from All Saint’s College, Thiruvananthapuram, affiliated to NCVT, Govt of India.
4. **Technical Proficiency:** Windows 7/XP, MS Office, Internet Applications

**Date of Birth :** *27th June 1978.*