

OFFICE OPERATION ANALYST



THAJUDHEEN K.C

Email: thajudheenkc@gmail.com

Mobile: +919946629446

Date Of Birth: 27-Jul-1997

Place: Kadavanthara , Kochi

Nationality: INDIAN

ADDITIONAL CERTIFICATIONS

1. Web site Hosting for beginners.
2. How Big Data Analytics is Transforming Business.
3. Digital Marketing.
4. Business Analytics with Excel

Software Proficiency

- Microsoft Office (Excel, Word, Power point).
- C++,C,java,SQL, Python
- Tableau
- Operating Systems: Windows (all versions)

PASSPORT DETAILS

Passport No : U2240104

Issue Date : 12-12-2019

Expiry Date : 11-12-2029

Place of Issue: Malappuram

CAREER OBJECTIVE

To work in a progressive organization where I can apply my skills for the development of company and my highly managerial skills want to implement for organizational growth and it should also provide me financial stability.

PROFILE SUMMARY

- I started my career as an **Office Operation Analyst** at Safa college of Arts and Science Pookkattiri, Valanchery (**4 Years of Experience**).
- Worked as Business Development Executive at Avodha Edu Tech (**Part Time**).

EDUCATIONAL QUALIFICATIONS

QUALIFICATIONS	COURSE	UNIVERSITY/INSTITUTION
GRADUATION	BCA (BACHELOR OF COMPUTER APPLICATION)	CALICUT UNIVERSITY
4 MONTHS TECHNICAL TRAINING COURSE	DATA SCIENCE	DDU-GKY
DIPLOMA COURSE IN CAT	CERTIFIED ACCOUNTING TECHNICIAN	INSTITUTE OF COST ACCOUNTANTS OF INDIA
PLUS TWO	COMMERCE	KERALA STATE EDUCATION BOARD
MATRICULATION	SSLC	KERALA BOARD OF PUBLIC EXAMINATION

WORK EXPERIENCE

Office Operation Analyst (05/10/2018 - 10/10/2022)

Safa College of Arts and Science,Valanchery-Malappuram

Duties

- Documentation Control.
- Collecting & Analysing of fee Statements
- Reviewing bills and claims for accurate information
- Entering data into the organisation's database
- Handling incoming and outgoing email and physical mail
- Maintaining all staff and files in the organisation's database
- Preparing billing reports and other documents.
- Analysing Fee payments of students.
- Entering the day to day attendance of Students to the software,
- Prepare Daily collection Reports.
- Entering internal examination mark to the university site.
- Online registration of Exam.
- Interpreting the Financial Analysis.
- Issuing Certificates of Students.
- Assist Operations analysis

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

INTERESTS

- Business
- Sports
- Travelling
- Social works
- Fitness
- Gaming

PERSONAL SKILLS

- Good understanding and Quick learning ability.
- Willing to work hard and grow Continuously.
- Team Leadership.
- Multitasking
- Good communication skill.

HOBBIES

- Travelling
- Swimming
- Football
- Cricket

Responsibilities

- Making effective interaction with Students.
- Performs the necessary filing, Expert in prioritizing the work.
- Assists in documentation control.
- Ensure accessibility, traceability and accuracy of documents
- Control workflows management and documents distribution
- Follow process and principles of Institution's document lifecycle procedures
- Archive, control, and retrieve records as and when needed
- Review completeness, accuracy, and authenticity of documents.

SKILLS AND STRENGTHS

- Strong interpersonal and communication skills
- Ability to work in a team with diverse backgrounds
- Strong commitment to quality
- Determination, dedication and discipline
- Willing to learn and adapt to new opportunities and challenges
- Excellent working knowledge of all Microsoft office.
- Proficient in use of computer
- Strong time management , project management and multi-tasking skills
- written and verbal communication skill
- Proficient in use of MS Excel,Tableau
- Skilled in reviewing and preparing statistics and reports
- Strong analytical, and teamwork skills
- Good telephone manner and client interface skills.
- written and verbal communication skill

DECLARATION

I hereby declare that the above given particulars are true in Best of my knowledge and belief and the certificates and testimonials can be produced as and when required.

Kadavanthara

THAJUDHEEN KC