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| C:\Users\Sekhar\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\K SEKAR PHOTO.JPG | **K. SEKAR**  [sekarkochi123@gmail.com](mailto:sekarkochi123@gmail.com)  8089215300 / 9446211356 |

**CAREER OBJECTIVE:**

Currently looking for a suitable **Administrative Position** with a reputable company that offers lots of opportunity for career opportunity and also makes best use of existing skills and experiences.

**JOB PROFICIENCY:**

**MMTC LIMITED, KOCHI.**

STENO-TYPIST

May 1992 to February 2015

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(MMTC Limited is a leading International Trading House under the administrative control of Ministry of Commerce, Government of India.)

22 years of service (May 1992 to February 2015) as Steno-Typist in an International Trading Company (MMTC LIMITED) at Kochi, State of Kerala, India.

Worked in a fast paced environment, giving full administrative and overall support to management and maintenance of overall responsibility for smooth functioning of the office.

**WORK EXPERIENCES:**

Worked as Personal Secretary to the In-Charge of Office.

Worked as Telex Operator, as additional duty, in addition to regular duties.

Conducted delivery of imported Superior Kerosene Oil from Bharat Petroleum Corporation to the nominated agencies and issuance of requisite transportation documents.

Conducted domestic sale and delivery of imported Non-Ferrous Medals from Kerala State Warehousing Corporation and timely issuance of requisite transportation documents and completion of central excise formalities.

Conducted counter sale of Duty Free Jewellery items in foreign currencies from Duty Free Jewellery Shop at Trivandrum Airport to outgoing foreign customers and completion of customs formalities.

Conducted retail counter sale of Jewellery, Gold and Silver Medallions.

Involved in dealing with Import of Gold/Fertilizers/Edible Oil/Wheat/Non-Ferrous Metals/ Superior Kerosene Oil/Cement, Duty Free Jewellery Operations, Domestic Trade, Retail Sale of Gold Medallions, and all other connected works of Personnel and General Administration including record maintenance.

**ACCOMPLISHMENTS:**

Received appreciation from the management, as a token of recognition, for outstanding services in record maintenance, record retrieval and follow up the case meticulously.

Recommended for Best Staff.

Received appreciation from Vigilance Officer for handling and shouldering of additional workload and responsibilities.

**DUTIES:**

* To identify, plan and execute implementation of new business streams of the management.
* Providing general administrative support to colleagues and the higher management.
* Supervising the work of office juniors, assigning work for them, maintaining and enhancing the working environment of the department.
* Monitoring inventory, office stock, ordering supplies and accurate maintenance of records.
* Responsible for reporting and briefing papers on behalf of the department.
* Maintaining and developing the office filing systems both on paper and computer.
* Promoting a professional image of the company.
* Ensuring that any concerns or complaints are dealt with appropriately.

**EDUCATIONAL PROFICIENCY:  
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* Master of Arts in Public Administration
* Higher Secondary with Mathematics, Physics, Chemistry and Biology as major subjects.

**ADDITIONAL SKILLS:**

Typewriting English in Higher Grade

Shorthand English in Junior Grade

**LANGUAGES KNOWN**

English : Speak, Read and Write

Tamil : Speak, Read and Write

Malayalam: Speak and Read

Hindi : Speak , Read and Write

Telugu : Speak

Kannada : Speak

Office software’s:- BTS, RMS, ERP

Ms Word, Ms Excel, Email

**PERSONAL DETAILS:**

Address :MBCRRA 151, “VENAD” (First Floor)

Vattapilly Lane, BTS-MamangalamCross Road

Edapally, Kochi – 682 024, Kerala, INDIA

Date of Birth : 02.05.1968

Driving License : Yes

Nationality : Indian.

**REFERENCE**: Available on request.

**PERSONAL STATEMENT:**

A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Experience of organizing and supervising the administrative activities in a busy office environment with proven office management skills and lots of initiative. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with people at all levels and capable of ensuring the office runs like clockwork.

**K. SEKAR**