

Shajan Tony

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JOB INTEREST

- Consider for a Single shift
Full Time Job

Salary: Negotiable

Relocate: Anywhere in Kuwait

Email:
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55562802 , 66293446

Present Address
Salmiya -Kuwait

Personal Data

Name:
Shajan Tony Antony

Sex: Male

Nationality: Indian

Marital Status: Married

Present job position:
Admin Asst/ Exe. Secretary.
(Gulf Works & Maintenance for
Oil Facilities Co LLC)

Languages:

English: Speaking, reading and
writing.

Arabic : Arabic (50 %)

Hindi : Speaking Reading and
Writing

Malayalam : Native language

Company: ➡

Duration:

Work Summary:

Summary

- Excellent solicitation and coordination skills and understanding of Admin and Secretarial works; can Assist any department Heads.
- Ability to Assist Development of business plans
- Knowledge of operations and associated challenges for Marketing.
- Strong communication skills (verbal, listening, writing)
- Knowledge of overall operations as they affect department
- Excellent computer skills word, excel, internet & PowerPoint
- Accounting background
- Computer trouble shooting 5 years experience
- Ability to work in a team & willingness to learn& Tackle new challenges
- Availability: I can start work after announcement directly & anywhere

Skill Sets

Primary Skills

<u>Operating Systems</u>	<ul style="list-style-type: none">• Windows• Accounting Packages• Animation works
<u>Microsoft Products</u>	<ul style="list-style-type: none">• MS Word, MS excel, Power point... etc.
<u>Others</u>	<ul style="list-style-type: none">• Internet Explorer, Fax through computer

Career Objective

Seeking a challenging position with reputable company where my abilities & skills can be developed and knowledge can be applied.

Experience

Gulf Works & Maintenance for Oil Facilities Co. WLL (Kuwait)

10 years' Experience as an Exe. Secretary & Admin Asst. (PQ Doc.
Preparation, Tendering, Filing etc..)
(2012 March to till....)

Ambition Consulting & Training Co. (Kuwait)

6 years as an Admin. Coordinator Cum Exe. Secretary of GM
(13th March 2007 – 2012 Feb.)

- In 4 Departments which are:
 1. Working as an Exe. Secretary of UK based PhD holder (GM Of the Company)
 2. Assist Business Development Manager
 3. Assisting Training Dept & Admin Depart.

<p>Company: ➡</p> <p>Duration:</p> <p>Work Summary:</p>	<p>➤ <u>Al Mohab General Trading Co. (Kuwait)</u></p> <p>2.5 Years' experience in Admin Dept & Store (25th Nov 2004 – 30th Feb 2007)</p> <ul style="list-style-type: none"> • Assisting Admin Depart • Controlling Stores Issues. (Medicines) • Customer Service
<p>Company: ➡</p> <p>Duration:</p> <p>Work Summary:</p>	<p>➤ <u>Travencore Resorts Ltd(India)</u></p> <p>Around 5 Years as an Asst. Administrator (1994-1999)</p> <ul style="list-style-type: none"> • Office Management • Assist Department Heads
<p>Company: ➡</p> <p>Duration:</p> <p>Work Summary:</p>	<p>➤ <u>C6L Creative Consultant (India)</u></p> <p>Around 4 Years as Admin Department (2000-2004)</p> <ul style="list-style-type: none"> • Worked as GM's Secretary • Assist various department Heads
<p><u>Education</u> ➡</p>	<p>B A : (Bachelor Degree : Course Completed)</p> <ul style="list-style-type: none"> ✚ Major: English (St. Thomas College, Pala) ✚ Minor: Computer Application (DP & CS) MG University (India) <p>Higher Secondary:</p> <ul style="list-style-type: none"> ✚ (Science): MG University, India ✚ St. Dominic's College, Kerala, India ✚ SSLC (Public Board of Exam) India
<p><u>Other Courses</u> ➡</p>	<ul style="list-style-type: none"> ✚ Diploma in Computer Application (DP & CS) Excellent in MS Word, Excel, Power point Animation ✚ Knowledge of Accounting Packages (Smart Accountant Course Rajiv Ghandhi Computer College) (Tally, Al Mohasib, Peachtree, Dackeasy) ✚ Knowledge of Internet, E-mail, Web Browsing and computer trouble shooting experience of over 7 years. ✚ Able to Self Correspondence, Telephone Handling, Letter Writing and Filing. ✚ Typing in English (Excellent) Arabic (Speak 50%)
<p><u>Training Certificate</u> ➡</p>	<ol style="list-style-type: none"> 1. Training - Awareness Of ISO 9001 : 2008 2. Internal Auditing ISO 9001 : 2008 – Awareness (Certificate) 3. Internal Auditing ISO 14001: 2004 – Awareness (Certificate) 4. Internal Audit OHSAS 18001: 2007–Awareness (Certificate) 5. Training Tele marketing & Secretarial course 6. Website Editing and Uploading 4. Computerized Faxing (Active Fax) 5. Browsing & Trouble shooting

Duties& Responsibilities ⇒

1. Assist Business Development Plans
2. To Hold all the Administrative Duties
3. PQ procedures, Tender preparation and submit KOC & KNPC etc..
4. Coordinate with suppliers for Answer KOC and KNPC clarifications
5. Office Management , Preparing and Typing documents dealing with correspondence, e-mails, faxes
6. Documents , telephone calls as well as contacts with internal & external parties
7. Maintain calendars, schedule appointments, receives visitors, screen calls & mails, arrange conference and meetings
8. Ensure proper filing and record keeping by accurate entering information in a timely manner consist with company procedures
9. Provide clerical support to General manager including the preparation of Agenda, assembling background materials and taking minutes of meeting Maintains confidentiality

Experience in Office⇒

- 📁 **Co-ordination of Staff**
- 📁 **All works related to Computer, Scanner, Printer**
- 📁 **All Works Related to Website, Payroll Preparing**
- 📁 **Company profile preparation & Filing & Printing**

Experience in Store⇒

- 📁 Inventory Control
- 📁 Keeping maximum and minimum items level
- 📁 Preparing Invoice,purchase order ,Preparing sales invoice
- 📁 Preparing receipt voucher
- 📁 Entering data for concerned programs
- 📁 All other works related to Inventory.

ExtraCurricular Activities ⇒

- Reading books & Articles
- Media watch and monitoring
Analysis of Stock Market , Finance & Sports

Regards⇒

Thank you for your time in reviewing my application and waiting for your favorable reply.

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