



ALBIN JOYS

PROFILE SUMMARY

Graduate in computer science with five year experience in office administration. Looking for opportunities in the field of administration where I can apply my knowledge and experience.

Contact:

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Address:

Flat-915, Andalusia tower, Al Nahda, Sharjah

Passport No: P4628345

Visa Status: Visiting Visa

Languages

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

Hobbies

- ❖ Reading Books
- ❖ Cooking
- ❖ Badminton
- ❖ Football



WORK EXPERIENCE

Company: Decision one systems, Bengaluru

Designation: Administrative Executive

2016 August 2018 August

- ❖ Communicate with client via mail and calls
- ❖ Organize and schedule appointments and meetings
- ❖ Maintain data register
- ❖ Communicate and negotiate with vendors in regards to purchase
- ❖ Provide general support to visitors
- ❖ Provide information's to clients regards to their queries
- ❖ Maintain computer and manual filing systems
- ❖ Coordinate repairs of office equipment and inventory
- ❖ Maintain up-to-date employee records
- ❖ Manage staff appointment

Company: HRQuadrant LLP , Kerala

Designation: Administrative Executive

2018 September - 2021 October

- ❖ Event Management, organizing meetings, conferences.
- ❖ Dealing with email enquiries
- ❖ Designs and implement office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- ❖ Answering incoming calls; taking messages and re-directing calls as required
- ❖ Managing repair, maintenance & replacement of office equipment, appliances etc.
- ❖ Assist and support colleagues whenever necessary



EDUCATION

2010- 2012

High School Diploma

Government Higher Secondary School Bandadka

2013- 2016

Bachelor of Science: computer science

Kannur University



SKILLS

- Excellent organizational and leadership skills
- Proficient in MS Office
- Demonstrates skills, knowledge and experience in customer service-oriented environment good
- Interpersonal skill

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Albin Joys