



AMITH PHILIP

Date of birth: 29/01/1991

Nationality: Indian

Gender: Male

CONTACT

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ABOUT ME

To obtain a challenging position in your esteemed institution that will let me utilize my existing skill set as well as gain new knowledge, while making a positive contribution to the organization.

WORK EXPERIENCE

05/09/2016 – 12/11/2019 – Jalna, Maharashtra, India

SOFTWARE ADMIN

TELIOUS INFOTECH

- Manage users, groups and printers.
- Manage updates and creation of internet file.
- Manage terminal service clients, install and configure RDP for remote desktop clients.
- Manage new project management software and train employees on how to use and setup projects.
- Render exceptional oversight in managing company hardware and software inventory.
- Manage configuration and connectivity of customer via virtual networks
- Created/Correct queries and store procedures for server database for in house ERP system.

Kochi, India

Administrator - EXPORT DOCUMENTATION AND LOGISTICS

Leetha Industries

- Planning shipments based on product availability and customer requests
- Tracking orders to ensure timely deliveries
- Preparing shipping documents (like invoices, purchase orders and bills of lading)

18/11/2021 – CURRENT – dubai, United Arab Emirates

Human resources administrative assistant

Hire Wire HR Consultancy

- Administered compensation, benefits and performance management systems and safety and recreation programs.
- Filed paperwork, sorted and delivered mail, and maintained office organization.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Organized new employee orientation schedules for new hires.
- Created and completed personnel action forms for hires, terminations, title changes and terminations.
- Prepared monthly, weekly and daily logs using Microsoft Office Suite.
- Prepared monthly termination lists to be added to permanent records.
- Posted positions through approved recruitment channels.

EDUCATION AND TRAINING

Mahatma Gandhi Rd,, Ravipuram, Perumanoor,, Kochi, India

Diploma in Financial Accounting

G-Tech Computer Education

Kochi, India

Kerala Higher Secondary Board

Kerala state board

LANGUAGE SKILLS

MOTHER TONGUE(S): Malyalam

OTHER LANGUAGE(S):

English

Listening
C1

Reading
C1

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
C1

Tamil

Listening
B2

Reading
B2

**Spoken
production**
B2

**Spoken
interaction**
B2

Writing
A1

Hindi

Listening
C1

Reading
C1

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
C1

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / ERP Tally 9 / Google tools (Gmail, Drive, Google forms, etc.)

ORGANISATIONAL SKILLS

Work Skills

- Leadership
- Hard work
- Dedication
- Honesty
- Communication
- Computer skills
- Customer service
- Interpersonal skills
- Management skills

HOBBIES AND INTERESTS

In Free Time

- Playing Football
- Reading
- Travelling