

# ARUN MADHUSOODANAN

Administrative | Clerical and Documentation | Fire and Safety



## Experience

1. Clerk Typist - District Turkey Farm, Kerala  
(July 2020 – Jan 2021)
2. Fire And Safety Trainee - The Kerala Minerals and Metals  
Ltd. India (Nov 2018 – May 2019)
3. Office Assistant (Sep 2013 Feb 2017)  
Apprenticeship Trainee (Dec 2011 – Dec 2012)  
Liquid Propulsion Systems Centre LPSC/ISRO - India

## Duties and Responsibilities

- Secretarial /Clerical assistance such as taking dictation, typing minutes, Technical reports and schedules.
- Maintain of record & register, filing, dispatching, keeping, inward and outward register and attending telephone calls.
- Preparation of Presentation Materials in Power Point etc.
- Operation of Fax/Xerox machine, Sending and Receiving mails through Internet/Intranet etc

## Education

- Diploma in Fire and Safety – 2018 - Pass
- Plus Two VHSE – 2009 - Pass
- SSLS – 2007 - Pass

## Trainings on Fire and Safety

- Conducting Safety Classes and Fire Drills
- Site Work Permit issuing and Checking
- Monthly Inspection of Fire Extinguisher
- Fire Watching
- Site Confined Space Gas Checking

## Contact

 Sharjah  
United Arab Emirate

 +971 508 54 2658

 arunappu7723@gmail.com

## Information

**Name:** Arun Madhusoodanan

**Gender:** Male

**Date Of Birth :** 12-11-1991

**Nationality :** India

**Civil Status :** Single

**Visa –** Visit Visa

## Skills

- Typing: English, Malayalam
- Shorthand: English, Malayalam
- Computer: MS-Office. Word Processing, DTP.
- Languages: Malayalam, English, Hindi