

RESUME

JAYESH E K

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Objective

I look forward to pursuing a career where I can devote my skills and knowledge for the fulfillment of the goals, vision and success of the company while providing me wider exposure and opportunity to learn.

Work experience

Dynamic Office Administrative Assistant with 5+ years experience in procurement, marketing and sales environments. Expertise in supporting efficient, profitable office operations. Knowledgeable in Microsoft Office Software and able to quickly learn office systems. Motivated, reliable and organized with a superior ethic.

Organization : Precious Trading and Contracting W.L.L
Period of employment : December 2016 – March 2020
Designation : Admin Assistant

Organization : Milma (MRCMPU) – Palakkad Unit
Period of employment : April 2015 - July 2016
Designation : Junior Supervisor

Organization : IndusInd Bank Marketing and Finance Service Pvt. Ltd.
Period of employment : June 2012 - August 2013
Designation : Refinance MO (Marketing Officer)

Skill Set

- Positive attitude, commitment to work, sincerity and punctuality
- Ability to blend into and lead a team
- Desire for innovation and continues to learn
- Ready to take the responsibility

Educational Qualifications

2013-2014 : **HDC And BM** (PG Diploma)- Higher Diploma in Co-operation and Business Management from Co-operative Training College Tirur, Malappuram, Kerala.

2008-2011 : **B.A English Language and Literature** under Calicut University, Kerala

2006-2008 : **VHSE** from Kelappaji Memorial Govt. Vocational Higher Secondary School, Tavanur, Malappuram, Kerala

2006 : **SSLC** from Govt. Higher Secondary School, Kuttippuram, Malappuram, Kerala

Technical Qualifications

2007 : DGIT (Diploma in Graphic Designing and Information Technology) from
G-TEC, Kuttippuram, Malappuram, Kerala

Computer/IT Skills:

- Windows 98/ME/2000/XP/Vista
- Microsoft Office 2010/XP(Word, Excel, PowerPoint, Outlook)
- Adobe Photoshop, CorelDraw, Adobe Pagemaker, ISM Malayalam, Adobe Illustrator, Macromedia Flash.

Career Track

➤ **December 2016 - March 2020 Date Precious Trading and Contracting W. L. L**

Precious Trading and Contracting W.L. L is a pioneer business enterprise based in the State of Qatar and emerging to become one of the leading Electro-Mechanical, Trading and Building Material Supplier companies in Qatar. We offer complete electro-mechanical services, supply of all kinds of building materials, soft services and promote a wide range of high-quality services and complete MEP turn key projects.

Designation: Admin Assistant

- Office Administration
- Accounts Handling
- Computer Operations
- Invoice Preparation
- Petty Cash Handling
- Bill verification
- File and record keeping
- Monthly MIS preparation
- Data Sheet preparation

➤ **April 2015 - July 2016 Milma- Malabar Regional Co-operative Milk Producers Union (MRCMPU) Ltd.**

The objective of the Union is to carry out activities conducive to the socio-economic development of the dairy farmers by effectively organizing procurement, processing and marketing of commodities as per the directions of the Kerala Co-operative Milk Marketing Federation Ltd. For achieving this objective, the Union lays particular emphasis on carrying out the following activities on a commercial scale

1. The entire volume of milk produced by the farmers is purchased at remunerative prices even in surplus situations.
2. Proper processing and packing of the products are carried out in the dairies owned by the Union to guarantee product quality to the consumer.
3. Proper marketing of milk and dairy products are carried out on a daily basis to guarantee consumer satisfaction and thus maximize economic returns for the farmer.

www.malabarmilma.com

Designation: Junior Supervisor (P&I)

- Office Administration
- Computer Operations
- Transportation bill verification
- File and record keeping
- Supervise procurement of Milk
- Verify books and accounts of the Societies
- Provide guideline and solving the issue of Milk collecting societies and to the farmers

➤ **June 2012 - August 2013 IndusInd Marketing & Finance Service Pvt Ltd., Edappal**

IndusInd Marketing and Financial Services Pvt. Ltd. (IMFS) is a financial services company based out of No.115 & 116 G N Chetty Road T Nagar, Chennai, Tamil Nadu, India. IMFS is the service providers of IndusInd Bank. We offer a wide array of products and services for individuals and corporate including microfinance, personal loans, personal and & commercial vehicles loans, credit cards and SME loans. We are also a preferred banking partner for various Government entities, PSUs and large corporate.

Designation: Refinance MO (Marketing Officer)

- Office Administration
- Providing all the information about the loan to the customers
- Providing loan facilities to the customers
- Solving all the issues of the customer
- Guide the collection staff to collect the EMI.
- Client Management
- Loan Sales
- Lead Generation
- KYC verification (FI)
- Team Management

Languages Known

Malayalam, English, Hindi, Tamil.

Personal information

Name : Jayesh E K
Father's Name : KrishnanKutty E K
Date of Birth : 29-10-1990
Gender : Male
Nationality : Indian
Marital Status : Married

Declaration

I hereby declare that all above information are true and correct to the best of my knowledge and belief.

JAYESH E K