

RESUME

Viju Pisharody

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Objective:

To be associated with a growing organization where I can apply the learning acquired from more than 26 years of work experience in India and overseas.

Education:

Post Graduate Diploma in Computer Application (P.G.D.C.A.)
Board of Technical Education, Kerala, India

B.Sc./Mathematics
University of Calicut, Kerala, India

Work Experience:

Al Ansari Trading Enterprise LLC, Muscat, Oman

Mar 2018 – Present

Job title: **Secretary to the Directors' Office**

Supporting the Group Managing Director, Managing Director and Executive Directors

Responsibilities:

- Appointments scheduling & management
- Airlines & hotel bookings
- Applying online for visas for USA, Europe, Russia and other countries as required
- Preparation of travel agenda of Directors
- Preparation of Reports as required by the Directors
- Independently drafting letters and emails

- Screens the enquiry emails coming to the company email account and forwards to the concerned individuals / departments within the company
- Collects and Compiles data from each sub-divisions of the company for the Group bi-annual publication
- Tracking personal documents of Directors, such as passport, visas, bank and credit cards for timely renewals
- Updates company telephone / e-mail directory for all group companies' staff
- Prepares bank transfer letters of the Directors
- Coordination works as and when required by the Directors

Direct Software LLC, Muscat, Oman

January 2015 – January 2017

Job title: **Secretary to the Chairman, Administration & Accounts Assistant**

Responsibilities:

- Appointments scheduling & management
- Airlines & hotel bookings
- Applying online for visas for USA, Europe, Russia and other countries as required
- Preparation of travel agenda of the Chairman
- Preparation of Reports for the Chairman
- Independently drafting letters and emails
- Maintenance & update of tenancy agreements, company registration documents, insurance policies, vehicle registration and staff visas
- Maintenance of employee attendance records & time sheets
- Inviting quotations from suppliers, comparisons & preparation of LPOs
- Corresponding with customers and suppliers
- Invoicing & payment follow-ups
- Bank correspondence
- Handling petty cash and preparation of expense reports
- Cheques preparation
- Collection of monthly rents from the tenants of rental property

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