



## PRIYANKA K



0569718674



prinkuk1234@gmail.com



MUWEILAH, SHARJAH

## SKILLS

### LEADERSHIP SKILL



### EXECUTIVE OFFICE MANAGEMENT



### TEAM MANAGEMENT



### MIS & MS OFFICE



### ERP KNOWLEDGE



### HOSPITAL MANAGEMENT SYSTEM



### LEARNING MANAGEMENT SYSTEM



### RECORD MAINTAINENCE



### REPORTING & PPT MAKING



### ADAPTABILITY



### INTERPERSONAL SKILLS



### PROBLEM SOLVING SKILLS



### WORK ETHICS



### CORDINATION



## SUMMARY

Organized administrative professional with 5+ years of office experience supporting areas such as Engineering and Human resources. Collaborative team player with good communication, decision-making and time management abilities. Proven efficiency with an ability to quickly learn and navigate any office filling system.

## EXPERIENCE

### ASSISTANT ENGINEER



*110kV Substation Koottanad, Kerala State Electricity Board Ltd .*

*January 2018-December 2021*

- Provide administrative assistance to electrical engineers when needed.
- Work with engineering team to plan, coordinate and execute electrical projects.
- Supervise project activities to ensure timely completion.
- Ensure system breakdowns, failures, and repairs are address promptly.
- Updating day to day activities to higher authorities through email.
- Provide administrative support to ensure efficient operation of the office.
- Work with engineering head to suggest system updates and enhancements to meet client demands.
- Schedule project review meetings to discuss about any issues and recommendations.

### SUB ENGINEER



*Office of Executive Engineer, Shoranur, Kerala State Electricity Board Ltd.*

*September 2016-December 2017*

- Assistance and implementation of the projects currently under consideration.
- Planning of Various tasks and various projects.
- Maintaining and Reviewing Budgets.
- Maintaining Budget allocation.
- Preparing estimate, Agreements and Agreement Schedules.
- Reviews the work of the Assistant Engineer and other Subordinates.

### JUNIOR INSTRUCTOR

*Victory ITI Private Ltd.*

*January 2013-August 2014*

- Ensure Firm, Fair and Consistent class control.
- Supervising the students lab and provide informations needed.

## ***LANGUAGES***

*ENGLISH MALAYALAM HINDI*

## ***HOBBIES***

*DRIVING DANCING  
SINGING READING*

## ***CERTIFICATION***

*AWS*

*DATA ANALYTICS*

## ***EDUCATION***

*MASTER OF BUSINESS ADMINISTRATION (2014-2016)*

*Human Resource Management & System Management – 75%*

*BACHELOR OF TECHNOLOGY (2009-2013)*

*Electrical and Electronics Engineering -6.68 CGPA*

*HIGHER SECONDARY EDUCATION (2007-2009)*

*Science and Mathematics Background With 75% Marks.*

## ***PERSONAL DETAILS***

Nationality : Indian

Date of Birth : 30\11\1991

Visa Status : Resident Visa

Passport No : N3943280

Driving license : Indian Driving License



**References will be provided upon request.**

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge.

Sincerely,

PRIYANKA .K