



PRIYANKA K



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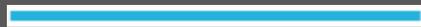
MUWEILAH, SHARJAH

SKILLS

LEADERSHIP SKILL



EXECUTIVE OFFICE MANAGEMENT



TEAM MANAGEMENT



MIS & MS OFFICE



ERP KNOWLEDGE



HOSPITAL MANAGEMENT SYSTEM



LEARNING MANAGEMENT SYSTEM



RECORD MAINTAINENCE



REPORTING & PPT MAKING



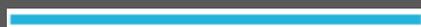
ADAPTABILITY



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