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[renjitha.harish@gmail.com](mailto:renjitha.harish@gmail.com)

Objective : I am seeking a position within the department, possibly with an international perspective and an opportunity to take up the challenges of the organizations from conceptualization to implementation

## Experiences

- Worked as Administrator for Fortune Emirates General Trading & Manufacturing LLC, Sharjah (December 2013 – January 2016 ) .

## Jobs & Responsibilities

- Using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
- General administrative duties including telephone calls, handling general inquiries and filling document
- Devising and maintaining office systems.
- Booking rooms and conference facilities.
- Attending meetings, taking minutes and keeping notes .
- Managing and maintaining budgets, as well as invoicing .
- Liaising with staff in other departments and with external contacts.
- Ordering and maintaining stationery and equipment;
- Sorting and distributing incoming post and organizing and sending outgoing post .
- Liaising with colleagues and external contacts to book travel and accommodation;
- Organizing and storing paperwork, documents and computer based information.
- Ensure customer satisfaction and follow ups
- Fixing appointments and other meetings with customers
- Effective co-operation and follow up

**Educational Details**

- **Master Of Computer Applications (MCA)**  
Mahatma Gandhi University, Kottayam, Kerala, India
- **B Sc. Computer Science (Degree)**  
Mahatma Gandhi University, Kottayam, Kerala, India
- **Higher Secondary School ( 12<sup>th</sup> Grade)**  
State Board of Higher Secondary Education, Kerala, India
- **Secondary School ( 10<sup>th</sup> Grade)**  
State Board of Higher Secondary Education, Kerala, India

**Technical Skills**

- Operating System : Windows 7 & 8
- Languages : C,C++, Visual Basic, Asp.NET, Java
- Database : Oracle , MySQL 4.0
- Designing Package : Adobe Photoshop
- Other Packages : MS-Office certification from Aptech.
- Advanced Excel Certification from Aptech.
- Computer Hardware & Networking A+ course from Aptech.
- Microsoft Certified Technology Specialist (MCTS) Course Completed

**Projects**

- Mobile Shop Management
- Prototype for Voice Responsive Wireless Disaster Surveillance Robot  
(An Application of Robotics – 5<sup>th</sup> Generation)

**Responsibilities**

- Involved in Design Analysis , Coding and Testing

**Co-Curricular Activities**

- Participated 6 times In National Level Football Championships
- Participated multiple times In District Level and inter college Football Championships.
- Participated several times in Intra College badminton tournament.
- Participated several times in district and school level athletics.
- Was National Service Scheme Secretary during school & college.
- Lead the National Service Scheme Camp 2 times in college.
- Organized a full event at National Level in college – Inter college IT FEST

**Languages Known**

- English, Malayalam, Tamil

**Personal Details**

- Date of Birth : 08 March 1989
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Father's Name : V. Prasannakumar
- Spouse's Name : Harish Narayanan Namboodiri
- **Permanent Address:**  
Kanjirapally Madam, Mathilbhagom, Thiruvalla,  
Pathanamthitta District, Kerala, India – 689101  
Contact Numbers: +91 469 2636004, +91 9947820807, +91 9446051833

**Passport Details**

- Passport No : J 1282078
- Date Of Issue : 26.07.2010
- Date Of Expiry : 25.07.2020
- Place Of Issue : Trivandrum, India
- Visa Status : Husband Visa

I hereby declare that the above-furnished information is true to the best of my knowledge.

Place: Sharjah

Renjitha Sreelatha