



# SUVIN KARAKKAD.

**BACHELOR OF BUSINESS  
ADMINISTRATION – COMPUTER  
APPLICATION**

**E-mail: [kvsuvin2009@gmail.com](mailto:kvsuvin2009@gmail.com)**

**Mob: +971-581608664**

## ***CAREER OBJECTIVE***

Executive Assistants work in almost every industry, providing clerical support and handling important tasks to assist executive-level employees. A clear and confident objective statement at the beginning of your resume compels prospective employers to continue reading your resume. Use this opening statement to highlight your administrative skills, clerical knowledge, and leadership strengths.

## ***WORK EXPERIENCES***

### ***PHILCO CONTRACTING L.L.C***

**Job Title: Executive Assistant**

**Duration: Oct 2020 – Present**

#### **Duties and Responsibilities:**

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks
- Monitor office expenditures and handle all office contracts
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issue
- Assist in vendor relationship management
- Schedule meeting and arrange conference rooms.
- Handle information request
- Prepare statistical reports
- Prepare confidential and sensitive documents
- Greet and receive visitor
- Helps prepare office budget
- Alert MD about cancelations or new meetings
- Plans events and volunteer activities
- Maintain office procedures
- Coordinate travel arrangements; prepare itineraries; complies and maintains travel vouchers and records.
- Operate office equipment, such as photocopier machine and scanner.
- Coordinate committees and task forces.
- Receive and relay telephone message

- Relay directives, instructions and assignment to executives.
- Direct the general public to the appropriate staff member.

### **Digi photo Entertainment Imaging (DEI)**

**Job Title: Sales Executive**

**Duration: Dec 2019- June 2020**

#### **Duties and Responsibilities:**

- meeting with clients virtually or during sales visits.
- demonstrating and presenting products.
- establishing new business.
- maintaining accurate records.
- attending trade exhibitions, conferences, and meetings.
- reviewing sales performance.
- negotiating contracts and packages

### **The Mundur Panchayath Agricultural IMP. Co-Op. Society Ltd.( India.)**

**Job Title: BANK CLERK-AML & KYC Department.**

**Duration: Jun 2019 - Nov 2019**

#### **Duties and Responsibilities:**

**AML (Anti-Money Laundering) & KYC (Know Your Customer / Know Your Client) Department.**

**Coordination and collection of client specific information and completion of documentation to assist in the on-boarding of new clients. Input client's data and upload documents in KYC system.,**

**To review and analyze information on new client on boarding and maintenance of existing client accounts for accuracy and compliance with the bank procedures and regulatory requirements.**

**Prepare loan facility agreement for Head of Client Management validation**

**And another important responsibility will be performing ongoing customer due diligence including maintenance and updating of AML and KYC records and information for existing clients and safekeeping these security documents.**

### **ACADEMIC QUALIFICATION**

- Bachelor of Business Administration – Computer Application (BBA-CA) in Nehru College from the University of Bharathiar University
- **Year of Pass: 2019**

### **SOFTWARE SKILLS**

**Microsoft Office:** MS Word, MS PowerPoint, MS Excel.

***PERSONAL DETAILS***

Date of Birth: 24 March 1996

Marital Status: Single

Nationality: Indian

**Passport No: M0604054**

**Visa status: Employment Visa – 18-11-2022**

Known Languages: English, Hindi, Malayalam.

***DECLARATION***

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

***PLACE: DUBAI***

***SUVIN KARAKKAD***