



IRSHAD TP

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CAREER OBJECTIVES

Seeking a challenging position in Administration in a growing organization that provides a scope for utilizing my knowledge and skill and help me in achieving both organizational and personal goals.

EDUCATION

- **MBA – International Finance – 2019**
Dr John Matthai Centre Thrissur (Calicut University)
- **Association of Chartered Certified Accountants-2018**
Fundamental level- Conditional Exemption (ISDC Global)
- **MA Economics-2014**
MES Kalladi College, Mannarkkad (Calicut University)
- **Bachelor of Arts-Economics – 2011**
MES Kalladi College, Mannarkkad (Calicut University)
- **Plus two commerce – 2008**
GOHSS Edathanattukara (Govt. of Kerala)

WORK EXPERIENCE

- **Office Administrator (3 Years)**

Darunnajath Higher Secondary School, Malappuram, Kerala, India

Key duties and Responsibilities

- Responsible for the orchestration and implementation of all office systems and processes.
- Responsible for providing general administrative support to a team of senior managers.
- Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.
- Maintaining suitable and sufficient office stationary levels
- Controlling the office petty cash float.
- Proofreading important documents.

- Maintaining the company profile on social media platforms.
- Preparing management information for board meetings.
- Tracking office expenditure and making sure it is not excessive or wasteful.
- Keeping the office well equipped and fully stocked of essentials.
- Negotiating with office equipment suppliers and service providers.
- Sending out emails, faxes and letters.
- Processing manual and computerized information.
- Managing staff holiday, sickness, and attendance and absence records.
- Keeping up to date staff timesheets and leave records.
- Dealing with all general emails & incoming calls on behalf of the school
- Photocopying & printing large batches of documentation.
- Checking that paper is filled up in photocopiers, printers and fax machines

COMPUTER SKILLS

- Tally Erp.9
- Micro soft excel, MS power point, MS word
- SPSS

PROJECT COMPLETED

"Productive efficiency of IDBI federal life insurance company",
Coimbatore cluster, Tamil Nadu

STRENGTH

- Quick learning ability and concentration on the work
- Ability to meet critical deadlines
- Ability to work independently
- Team in a close knit environment

TECHNICAL SKILL

- Understanding of VAT Accounting
- Understanding of GST Accounting
- MS Word, MS Excel, MS Power Point
- SPSS

PERSONAL DROSSIER

- Mob :+971 582130057
- Email : irshadtp2009@gmail.com
- Date of Birth :22/07/1990
- Gender :Male
- Marital status :Married
- Nationality :India
- UAE location : Sharjah
- Visa type : Visit
- Visa Validity :22-04-2022
- Passport Number :M9285691
- Languages known :English,(RWS) Hindi(RW),Arabic(RW)

REFERENCE

Mr. Rajendran.T
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