

CURRICULAM VITAE

Name : PRASANA S.M

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Trivandrum-695013

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CAREER OBJECTIVE

My aim is to explore and utilize my complete potential by making my self as an integral part of organization and continuous learning effectively contribute me to the organization goal.

ACADEMIC QUALIFICATIONS

Post Graduate in Commerce with 2nd division from Annamalai University (Distance Education) Kerala university approved in May 2010

Bachelor of Commerce with 2nd division from Kerala University in April 2005

Intermediate with 1st division from Vocational Higher Secondary Education (Banking Assistance) in March 2002.

High School with 2nd division from Board of secondary Education in March 2000

EXPERIENCE :

Organization : (Through an Agency, Contract Basis)

ISRO Inertial Systems Unit

Inertial Systems Electronic Production Division (ISEP)

&

Launch Vehicle Inertial Systems (LVIS)

Department of Space

Government of India

Vattiyoorkavu

Trivandrum-695013

Duration : March, 2007 to January,2017

Designation : Assistant cum Data Entry Operator (Contract Basis)

Key Responsibilities :

- Secretarial Assistance to Head of the Division
- Coordinating and Assisting to various departmental activities
- Dissemination and communication of office related information.
- Office maintaining like filing, arrangement of documents, meeting canteen etc ...
- Maintaining inward and outward Registers
- Preparation of document draft and final paper presentation
- Printing, Xerox and dispatch of office documents, correspondence reports.
- Typing of letters, Minutes, Monthly work reports & progress report, fax, power point presentation distribution of letters documents etc
- Assisting components procurement related work
- Arranging visitors pass, overtime & vehicle.
- Arranging accommodation and transport
- Collecting material from stores and distributing to concerned persons.

COMPUTER PROFICIENCY

Operating Systems : Windows 98, XP, Window 7

Office Packages : Good at Excel , Word and PowerPoint, Microsoft office, Tally 6.3 & 7.2 version

Other suites : Internet & E-mail operations

TECHNICAL KNOWLEDGE

Typewriting English Lower (KGTE)
Computer Word Processing(KGTE)

AREAS OF INTEREST

Reading, Gardening
Listening to soft music.

PERSONAL DOSSIER

Date Of Birth : 18/11/1983

Marital Status : Married

Languages Known : Malayalam, English, Hindi

Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Trivandrum

Date : 09.01.2018

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Prasana S.M.' written in a cursive style.

PRASANA S.M