



SYAM .R.S

H.No.-102, Swati Nagar,
Mottamoodu,P.O,Nemom,Tiruvanathapuram,Kerala.
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No-9170676229,6392166290

OBJECTIVE

Seeking a challenge in position in an esteemed organisation to improve my skills in order to achieve the objectives of the management

Present Employment:

Working as **Administrative Officer** with **Seth M. R Jaipuria School, Robertsganj and Azamgarh, U.P** from 15/01/2018 and still continuing.

Key features of the job:

General Administration
Maintenance
HR
Housekeeping
Transport
Safety and Security
Budget Preparation
Care Taker

Last Employment

Worked as Assistant H.R Manager with Euro Emirates LLC, DUBAI from 02/05/2012 to 15/08/2017

Worked as Administrator in MGM English Medium School, Ayiroor Varkala, from 20/05/2005 to 31/07/2012

Worked as Assistant Administrative Officer in Chaithanya Medical Centre, Trivandrum,Kerala From 10/01/1997 to 15/05/2005

Skills: Assistant Manager H.R /Administrator experiences in India and Abroad with field like Petroleum & logistic companies (Abroad) **School & Hospital industries (India)**. Ability to interact effectively with diverse Nationalities and comfortable working in a multinational setup. **Have good interpersonal, organizational and problem solving skills.**

IT Skills: Proficient in computer – MS word, excel, internet, email etc.

Educational Qualification:

- **BA Sociology from University of Kerala, 1989 April.**
- **Pre-degree from University of Kerala, 1985 March.**
- **SSLC from Board of Public Exam Kerala, 1983 March.**

Hobbies: Reading and Listening music.

PERSONAL DETAILS:

Age & date of birth : 52 Yrs, 20th may 1968.

Address : H.No -102, Vaishnu Mahal, Swati Nagar,
Mottamoodu, Nemom. P.O, Thiruvananthapuram
Pin – 695020.

Name of Father : S.Surendran Nair.

Marital status : Married.

Languages Known : English, Hindi, Tamil, and Malayalam.

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

Yours Faithfully,

SYAM. R.S.