**COVERING LETTER**

Respected Sir/Madam,

My enclosed resume reflects for which I am experienced. I wish to combine my experience with my knowledge in demonstrating my capabilities, if given an opportunity. As an adaptable person who wish to do multi tasking and strongly believe in team work. I am confident that

I can offer a big part myself for the success of an organization.

In closing let me take this opportunity to express my sincere thanks for the valuable time and consideration that you may extend to my application. I would appreciate an interview at your utmost convenience to discuss my qualification in greater details and to see how my expertise would be mutual benefit.

Thanking you,

Respectfully Yours

**BALAGOPAL.K.I.**

**CURRICULUM-VITAE**



**BALAGOPAL**

Mob: 6282137511

Email:balaind73@gmail.com

**Career Objective**:- Wish to be a part of a great team as an **Office Assistant or Counsellor/ Co-ordinator/Library Assistant** where I can express my skills, learn & explore more, looking for growth and success of the institution and looking for a long term relationship.

**Personal Statement**

Having experience of more than two years in handling UG and PG students in Vigyaan College of Applied Sciences, Trivandrum (Affiliated to University of Kerala). My key skills include People Management, Students Counselling & Guidance, Library Management, Admission/Training Co-ordinator, etc. Worked as a Manager for MNC at Dubai for 8yrs and 17 years plus of experience in various positions in leading firms in Trivandrum.

**Academic Qualification**

* Bachelor of Arts.
* Certificate in Counselling ( Amrita Vishwa Vidhyapeetham, Kollam ).
* Bachelor of Library & Information Science.( Kerala University).
* Data Entry and Console Operation course from LBS centre for science and technology. (Government Institution).
* **Award**
* **Received Best Staff Award from Vigyaan College of Applied Sciences , Kattakada , Trivandrum, on 2020. ( Affiliated to University of Kerala).**
* **Experience**
* Worked as Office Co-ordinator/ Counsellor /Librarian etc in Vigyaan College of Applied Sciences, Kattakada, Trivandrum, Affiliated to University of Kerala. ( May 2019 to Sep 2021).
* Six months experience in setting up a New library called Navajeevan Bethany Library and Research Centre (NBLRC) on July 2018 to Jan 2019.
* Six months experience in Re- setting C.Achutamenon Library & Study Centre Poojappura, Trivandrum. (Kerala University Approved Research Centre and one of the leading Libraries in Trivandrum).
* Worked as Counsellor/ Placement Officer in (Malankara Social Service Society ( Marivanios College Group) from May 2015- Dec 2018, **Educational Institution wing** ). Job Includes Administration, Counselling & Guidance for students, Soft Skills Training, Conducting ,Mock Interview, campus recruitment, Placement, Co-ordinating various activities, etc on full time & part time basis.
* One year experience as Administrator in Rass Group.
* **Eight years of experience as Manager in Alshaya Group, Dubai , (British Management**).

**Technology and Language proficiencies**

* Typing English Lower Certification .
* MS- Office & Internet, DTP
* Languages – English, Hindi, Malayalam (Excellent Knowledge in written and oral).

**Key Skills**

* Excellent communication, Leadership, Students Counselling & Guidance Skills, Administration, Co-ordinating various activities & Library Management, etc,
* Good Analytical and problem solving abilities etc.
* **International Award.**

*Loyalty Award from Alshaya Company Dubai, etc.*

* **International Trainings Attended**

*Management Development Programme Certification .*

* ***Appreciation Award***

*Received Award from Bethany Management for their new Library Opening*

*on Jan 2019.*

**Personal Details**

Sex : Male

Date of Birth : 12/05/1971

Extra Curricular Activities : Playing Basketball, Football etc.

**Hobbies** : Photography, Reading Books.

(The Photograph I took was published in Asian

Journal of Photography) .

Permanent Address : Indira Niketh,TC 8/658/9,AER 73,Thirumala

Trivandrum -695006.

Two Wheeler &LMV License Holder : No1/14799/1996( valid upto

29/12/2021).