



Mr. Abdul Majeed Puliyanthadan

**Administrative Officer
Department of Administration**

Email Id: abdulmajeed@icet.ac.in

Contact No: 8075238140

Academic Background:

MA English

Madurai Kamaraj University, Tamilnadu

BA English Language and Literature

University of Calicut

Bachelor of Education

Sardar Patel University, Gujarat

Technical Qualification:

Diploma in Computer Application

**Departmental Test
passed conducted by
PSC:**

* Secretariat Office Procedure

* Account Test Higher (Kerala Service Rules, Kerala Financial Code, Kerala Treasury Code, Kerala Account Code)

Areas of interests:

- * Reading and Writing
 - * Correspondence with Government Departments and Higher Education Institutions.
 - * Assist Students in Academic Matters
 - * Team work and problem-solving
 - * Organizing the Office
-

Subject Handled :

- * Correspondence with Govt. and Higher Education Institutions like University, UGC, AICTE etc.
 - * Assist human resource department with payroll and personnel database.
 - * Schedule interviews, prepare and publish rank lists in coordination with Statutory Officers.
 - * Coordinating with Accounts department to help make payments.
 - * Preparing notes, reports etc. to Statutory Bodies of the University (Syndicate, Senate, Academic Council etc.)
 - * Reviewing academic and student matters with higher authorities
 - * Verification of daily accounts, salary disbursement etc.
 - * Placing purchase orders
 - * Ensure functionality of necessary office equipments.
 - * Maintain discipline and punctuality in the office
-

Experience:**Administration (31 years)**

1. Worked as Administrative Personnel in various Departments of Calicut University (10 years in Gazetted rank)
2. Worked as Executive Secretary in Aljomaih Automotive Company, Saudi Arabia.
3. Worked as Administrative Personnel in Ground Water Department, Government of Kerala.
4. Foreign deputation to carry out Special duties

Last Position held :

Assistant Registrar in University of Calicut
