

**PRATHAPAN GOPALAN (Prathap G, Sharjah)**

**P O BOX 5936, SHARJAH, UNITED ARAB EMIRATES. TEL. 06-5550021 - MOB. 050-7363029**

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**OBJECTIVE**

To work as Administration Manager or Personal Assistant/Senior Executive Secretary to the CEO, MD, or Chairman of a reputable organization where educational background, individual talent, honesty, and hard work of the employees are acknowledged and rewarded.

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**ATTRIBUTES**

- Top notch executive secretary with proven track record.
  - Detail-oriented, efficient and organized.
  - Possess excellent inter-personal, analytical, and problem solving skills.
  - Excellent written and verbal communication skills in English, and native language.
  - A proponent of Plain English usage in Modern Legal Drafting.
  - Organized & attended scores of top management/corporate meetings and prepared Minutes.
  - Highly motivated, trustworthy, discreet and ethical.
  - Capable of taking responsibilities and work alone, or together as a team.
  - Dependable and flexible character, with inexhaustible stamina for work.
  - Humorous and philosophical in approach when faced with criticism and adversity.
  - Resourceful, effective, and unafraid of new challenges and change.
  - Established capability to follow procedures, guidelines, and law of the land.
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**EDUCATIONAL QUALIFICATION**

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| • <b>B.A. DEGREE (English medium)</b> | <b>Osmania University</b> | <b>April, 1991</b> |
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**WORK EXPERIENCE**

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| • <b>CONMIX LIMITED, SHARJAH, U.A.E. (ISO certified)</b>                              | <b>02/1978 - To-date</b> |
| <b>SENIOR EXECUTIVE SECRETARY,</b><br>Reporting directly to the European CEO.         |                          |
| • <b>NOMBELA CONSTRUCTION CO. LTD, SHARJAH, U.A.E.</b>                                | <b>09/1976 - 12/1977</b> |
| <b>STENO-SECRETARY / PRO,</b><br>Reported directly to the European Managing Director. |                          |
| • <b>BILLIMORIA CONSTRUCTION CO. LTD., BOMBAY</b>                                     | <b>12/1973 - 04/1976</b> |
| <b>STENO-SECRETARY,</b><br>Reported directly to the Farsi Partners of the company.    |                          |
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### **COMPUTER SKILLS**

- Software : Windows XP, MS Office, WordPerfect, Lotus 123.
  - Languages : HTML (Web Page Designing & Website maintenance).
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### **EDUCATIONAL PURSUITS (in detail)**

- Certificate of membership from Alexander Hamilton Institute Inc., USA – In recognition of continuing efforts to acquire knowledge of modern management practice through the Executive Skills Program – January, 1999.
  - M.A. English Literature – Subjects: Modern Literature (Papers I to III), American Literature, Shakespeare, Study of the English Language, and Indian Writing in English – Madurai Kamaraj University, India – Appeared for the exams in 1993 and 1994, however, still to clear 3 subjects, and hence, the venture remains an unfulfilled dream. – 1993/1994.
  - B.A. (Bachelor of Arts) - Subjects: English, Hindi, History, Political Science, and Public Administration – Osmania University, Hyderabad, India – passed in April, 1991.
  - Diploma in Private Secretary-ship from Premier Institute of Commerce, Bombay. Subjects: Office Practice, Filing & Dispatching, Modern Commerce & Banking Procedure, Duties of a Private Secretary, Business Correspondence, Elements of Book-keeping, Telephone-Operating & Public Relations, Pitman's Shorthand and Typewriting. – August, 1976.
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### **HOBBIES / INTERESTS**

- Reading (Newspapers, FT, Law, Business Management, HBR, History, Economics).
  - Writing (have numerous letters/opinions published in local newspapers as Prathap G., Sharjah).
  - Listening to Music.
  - Talking about successful people with a passion to emulate them.
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### **LANGUAGES KNOWN WITH FLUENCY**

- English, Hindi/Urdu, and Malayalam.
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### **PERSONAL DETAILS**

- Date of Birth - 05-04-1954
  - Nationality - Indian
  - Marital Status - Married
  - Passport Number - F-5330649
  - UAE Driving License Number - 72706
  - E-mail - [prathap@emirates.net.ae](mailto:prathap@emirates.net.ae)
  - References, certificates, and other pertinent documents can be made available upon request.
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