

JAYESH JAYAKUMAR

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WORK EXPERIENCE

- **Project Coordinator, Lifestyle Samson & Sons**, Trivandrum, India(May 2015 to May 2017)
- **Document Controller, Kromberg & Schubert Middle East**, Dubai, United Arab Emirates(Apr 2014 to Dec 1969)
- **Project Coordinator, Allen Electrical Services**, Ajman, United Arab Emirates(Dec 1969 to Dec 1969)

EDUCATIONAL BACKGROUND

- **Himalayan University**, Itanagar, **BBA**, 2017, Business Administration
- **Kerala University**, Trivandrum, **BTECH**, 2013, EEE (Course Completion)
- **Kerala University**, Trivandrum, **PLUS TWO**, 2009, Biology Science
- **Kerala University**, Trivandrum, **SSLC**, 2006, Higher Secondary

SKILLS

- office administration
- documentation
- staff management
- projects coordination
- attendance updating
- emails
- outlook

- **ms office**
- **drafting of invoices**
- **monthly reports & verification of project handover documents**

PERSONAL BACKGROUND

- **Birthday:** - 1990-08-09