

Name : RAJENDRAN
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Mobile No : +971569759482. +919786662506(What's App)
D.O.B : 15.02.1989

OBJECTIVE

To seek a position to utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative and flexible.

ACADEMIC PROFILE

- **Bachelor of Engineering in Aeronautical** from Park College of Engineering and Technology, Coimbatore, Affiliated to Anna University, Chennai.
- **Master Diploma in Aircraft Design (Auto CAD, Pro – E and Catia)**

Skills

- **AutoCAD**
- Analytical Thinking
- Excellent Communication Skills
- Advance knowledge of **Microsoft Office (WORD / EXCEL) & Outlook**
- Possess a high level of administration ability to effectively manage paperwork.
- Possess excellent customer service skills.
- **Knowledge in Security System(CCTV, Inter-Com, Audio System)**

EXPERIENCE

- ❖ **Title** : Lecturer
Organization : Dhanalakshmi Srinivasan Engineering College.
Duration : May 2010 to April 2011.
 - ❖ **Title** : Assistant Professor & Exam Cell Coordinator.
Organization : M. A. M. School of Engineering.
Duration : May 2011 to May 2013.
 - ❖ **Title** : Lecturer & Exam Coordinator.
Organization : Paavaai Groups of Institutions.
Duration : July 2013 to Nov 2017.
 - ❖ **Title** : Taxi Driver
Organization : Tawasul Transport L.L.C.
Duration : From March 2018.
- Receiving and directing visitors.
 - Word processing.
 - Creating spreadsheets and presentations.
 - Filing.
 - Managing calendars.
 - Making travel, meeting and event arrangements.
 - Preparing reports and financial data.
 - Training and supervising supporting staff.
 - Project coordinator
 - Perform cost reduction research.
 - Human Resources

- Recruiting and Training
- Report preparation
- Office and facilities management
- Conducting telephonic or personal interviews with the candidates and getting preliminary information regarding salaries, availability, Notice period, Experience, Expected ctc etc.,
- Submission of Short-listed Profiles & Scheduling Interviews of the short-listed candidates with the relevant Technical Head.
- Water Level checking at wind tunnel pressure valve
- Maintenance work at lab Equipments
- Checking the electronic circuits using breadboard.
- Install and service at wind tunnel propeller.
- Motor erection (3HP, 5Hp and 7HP)

PERSONAL INFORMATION

Father's Name	:	Jaisankar. M
Mother's Name	:	Sellam. J
Marital Status	:	Married
Passport No	:	L4672339
Address	:	ICAD Mussafah, Abu Dhabi,
Nationality	:	Indian
Language Known	:	ENGLISH, TAMIL & MALAYALAM.
Visa Type	:	Residence

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Yours Faithfully

(J. RAJENDRAN)