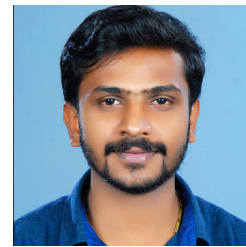


# ABHIJITH MS

@ msabhijithindian@gmail.com

Deira,Dubai

050 733 6476, 054 583 8348



## OBJECTIVE

Secure a job as office assistant by utilising my experience and skills.

## EXPERIENCE

July 2020 -  
Jan 2021

**Sanjeevini life care village**  
Project Engineer

Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.  
Providing administrative support  
Prepare and maintain daily, monthly reports using MS office.  
Organizing, attending and participating in stakeholder meetings.  
Planning and undertaking scheduled maintenance of equipments and machines.  
supervising engineering and technical staff  
Ensuring project deadlines are met.  
Assess project risks and issues and provide solutions where applicable.  
Create project management calendar for fulfilling each goal and objective.

2013 july -  
2016 july

**Popular vehicles and services limited**  
Sourcing executive

Negotiate with customer for the best purchase and selling of vehicle  
Builds bussiness by identifying and sourcing-selling prospects,maintaining relationship with clients.  
Collaborate with team members to achieve better results  
Participate on behalf of the company in exhibitions or conferences  
Actively seek out new sourcing and sales opportunities through cold calling, networking and social media  
Prepare reports by collecting,analyzing sales and sourcing option

## EDUCATION

2019

**Ilahia college of engineering and technology**  
Btech in mechanical engineering  
CGPA-7.07

2013

**GPTC meenangadi**  
Diploma in mechanical engineering  
CGPA-6.9

## SKILLS

- Verbal communication, Written communication
- MS office (word,excel, powerpoint)
- Problem-solving
- Planning
- Time management
- Data entry
- Documentation

## PERSONAL DETAILS

- Gender - male  
Date of birth - 31/05/1995

## PASSPORT DETAILS

- Passport No -L9154769  
Place of issue-kozhikode  
Date of issue -28/05/2014  
Date of expiry -27/05/2024

## VISA DETAILS

- Type of visa. - Visit visa  
Date and place of issue -3/10/2021  
Valid until - 01/12/2021

## DRIVING LICENCE DETAILS

- Licence No -73/1703/2013  
Valid from -12/12/2013  
Valid To -11/12/2033  
Class of vehicles-LMV ,3whlr,M/C with gear