



# Sanjay Sathyan

curriculum vitae

Experience : 2 yrs

sanjaysanju619lmt@gmail.com

+971 501759653

Dubai, United Arab Emirates

A highly self motivated individual aiming to utilize knowledge and skills rightly in a team or organisation to build a nation of responsible and healthy citizen.

## WORK EXPERIENCE

### Operations Manager

Central Laboratories - Thrissur

10/2020 - 10/2021

- Developed and implemented performance standards and procedural changes to drive productivity and quality.
- Managed and evaluated workflow and productivity, making changes where necessary.
- Maintained extremely well organized records and handled all HR matters with confidentiality and the application of company standards.
- Effectively directed and oversaw staff, designing schedules to meet the needs of the department as well as the needs of employees.

### Administrative Assistant

Rain Drops Events And Management- Thrissur

09/2019 - 10/2020

- Worked to ensure quality service and addressed and resolved all customer issues.
- Trusted to analyze and interpret data, and handle all shipments, deliveries, and material orders.
- Remained flexible, adaptable, and punctual.

## EDUCATION

### B.Sc. Computer Science

Mother Arts And Science College Peruvellur

06/2016 - 03/2019

Thrissur

### Higher Secondary Education

St Johns HSS Parappur

06/2014 - 03/2016

Thrissur

## PERSONAL PROJECTS

### UNCLUTCH | SOCIAL

(01/2019 - 03/2019)

The Mechanical software aims to assist the people who are stuck due to the damage of their vehicle. This software allows the people to interact with the local mechanics in their location. Any mechanic can register in the software by giving their details, work experience, their specialization, etc..... A user can rate and put reviews about the mechanic by their work done. This software helps the user to find professional mechanics with less time in any area.

## SKILLS

Project Management

Strong Decision Maker

Team Worker

Innovative

Time Management

## CERTIFICATES

### Certification in Advanced Software Testing

Institution : SMEC Technologies Thrissur

(06/2019 - 09/2019)

## TECHNICAL SKILLS

### Basic computer skills

Testing Tools : Selenium , QTP , LoadRunner

Languages Known : C , C++ , Java

## PERSONAL DETAILS

Date of Birth : 12 Aug 1998

Gender : Male

Martial Status : Unmarried

Nationality : Indian

Passport no : T5549873

Visa Type : Visit Visa

Expiry : 30 Jan 2022

## LANGUAGES

English  
Native or Bilingual Proficiency

Malayalam  
Native or Bilingual Proficiency

Hindi  
Full Professional Proficiency

## INTERESTS

Photography

Football

Music