

Akhil Ravindran

Mobile: +971-526362685 **E-mail:** akhilcravindran@gmail.com
Dubai (UAE)



PROFILE SUMMARY

Service-oriented professional with more than 2 years of progressive work experience IT Admin. And I have attached my resume for your perusal and I hope you will consider the value. To be an integral part of your esteemed organization and help company grow through personal development and put in the best of my efforts and knowledge acquired till date. Proficient in MS Office applications and other software applications.

STRENGTHS

- Excellent negotiation & communication skills
- Problem solving & interpersonal skills
- Team management capabilities
- Positive attitude & calm demeanor
- Ability and willingness to ask for help.
- Results oriented

EDUCATION

Masters in Computer Application (MCA) Bangalore University, Bangalore, India	2017
Bachelor in Computer Application (BCA) Bharathiar University, Coimbatore , India	2014

ACHIEVEMENTS

- Effectively maintained smooth workflow through proper planning and work scheduling.
- Delivered efficient work performance through consistent implementation of company policies.
- Recognized by employers for outstanding performance in Sales & Administration.

CAREER SNAPSHOT

IT ADMINISTRATOR - Al Remool Trading CO L.L.C

United Arab Emirates
August 2018 –Till Date

Digital Marketing Associate - MASIRA DIGITAL MARKETING.PVT

Bangalore -India
DECEMBER 2017 - MAY 2018

JOB RESPONSIBILITIES

IT ADMINISTRATOR

- Installing and configuring software, hardware.
- Update system as soon as new version of OS and application software comes out.
- Set up accounts, backups and workstations.
- Monitoring system performance and troubleshooting issues.
- Monitor performance and maintain systems according to requirements.
- Manage, maintain and update onsite and customer site copiers, printers.
- Support in workflow evaluation and improvement.
- Maintain and secure passwords, file system security and data integrity for desktop environment.
- Manage entire purchase of inventory related to hardware, software and other IT supplies.
- Trainings for new staffs.

Digital Marketing Associate

- Helping customers in identifying services / products that best suited their needs.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Monitor websites traffic and conversion rates on daily basics.
- Researches and monitors activity of company competitors. Grows and expands company social media presence into new social media platforms, plus increases presence on existing platforms including Facebook, LinkedIn, Twitter, and Instagram.
- Creating posters for social Medias.

IT SKILLS

- Proficient in MS Office Suite (Word, Excel, PowerPoint), & E-mail-applications.
- Troubleshooting service and repair skills.
- Social media marketing and Designing.
- Adobe Photoshop.

PERSONAL DETAILS

Nationality	:	Indian
Date of Birth	:	18 th MAY 1993
Visa Status	:	UAE-Employment Visa
Marital Status	:	Single
Driving License	:	Valid Driving License (UAE)
Languages	:	English, Hindi, Malayalam & Basic Arabic

REFERENCES

Furnished promptly upon request