



📍 **Al Rigga Street, Deira, Dubai**

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PERSONAL INFO

DOB : 26.11.2000
Age : 21
Nationality : Indian
Place of Birth : Dubai, UAE
Driving License : UAE Light vehicle License

LANGUAGE KNOWN

English ☒ ☐ ☐ ☐ ☐

Malayalam ☐ ☐ ☐ ☐ ☐

Tamil ☐ ☐ ☐ ☐ ☐

Hindi ☐ ☐ ☐ ☐ ☐

SKILLS

- Leadership
- Adaptability
- Teamwork
- Photography skills
- Microsoft Office
- Photoshop
- Basic C++ & HTML
- MYSQL

PERSONAL PROJECTS

NIMS Quiz App

The app was developed in order to involve the students of grade 6-12 in improving their general knowledge skills.

CERTIFICATES

Fundamentals of Digital

Marketing

Google Digital Garage
2021

Certified Team Leader

Chartered Management Institute
2021

Professional Diploma - Career Development & Business Etiquette

Cambridge International
Qualifications
2019

HRITHIK DIVAKARAN

BUSINESS ADMINISTRATOR

CAREER OBJECTIVE

To obtain a challenging position with a growing firm that provides an opportunity to utilize my knowledge and skills to build-up my career. Also, where my optimistic attitude, integrity and strong commitment to succeed will contribute to the company's growth and success.

PROFESSIONAL EXPERIENCE

Logistics & Warehouse Coordinator

Arabian Ocean Stationery

Jan 2021- April 2022

- Delivery management and preparation of related documents.
- In and out stocks and customer management.
- Ensuring customer satisfaction and correct delivery of products.
- Facilitating after sales services.

Asset tracking & Management Analyst

Danway Emirates LLC

August 2020- December 2020



- Track different assets of the organisation and create ID for each asset.
- Prepare and consolidate information and update it with the database.
- Assign tasks to team members and provide them with necessary instruction.

Gitex In-store Promoter

Emax- Hewlett-Packard

September 2019- October 2019



- Provide customers with latest printer, laptops and other devices of Hewlett-Packard.
- Promote Hewlett-Packard products over its competitors.
- Provide the customers with additional support and service of Hewlett-Packard products.
- Provide awareness about the brand to the public.

Sales Promoter

Adidas Emerging Markets LLC

May 2019- June 2019



- Handle customers with various needs and provide enough information about different products.
- Management of display units and update stock in back store.
- Receive stocks and manage them in back store.

EDUCATION

BA(Hons)-Business Management

Liverpool John Moores University

Grade: Upper Second Class

2019-2022

Higher National Diploma In Business Management -Pearson

Westford University College

Grade: Distinction

2019-2021

Grade 12

New Indian Model School, Dubai

Kerala State Board

Grade: 88%

2018-2019

REFERENCE

On request.

ACHIEVEMENTS

Student Council Member

Conduct and co-ordinate various activities within the premises of the University.

Media Secretary

Worked as the school Photographer and Videographer for all school events.

School Radio In charge

Conduct and co-ordinate various activities in the school radio channel, Management of student Rj's and examine various media forms within the school premises.

Student Volunteer

Volunteer several school events. Conducted several programs and worked as a head volunteer.