

## AJIN SATHYAN



### Contact

@ ajinsathyan7@gmail.com

+971502169286

Dubai

### Skills

Communication 80%

Problem solving 80%

Time management 80%

Active listening 80%

Interpersonal communication 80%

### Language

English

Hindi

Malayalam

### OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

### EXPERIENCE

|  |            |
|--|------------|
| <b>A. M. RUBBER INDUSTRIES</b>   | 01/06/2020 |
| "OFFICE ADMINISTRATIVE TRAINEE"  | -          |
| Overseeing clerical tasks, such as sorting and sending mail. Keeping an inventory of office supplies and ordering new materials as needed. Maintaining files. Welcoming visitors to office. Answering phone calls. Taking and delivering messages. Ensuring the office runs smoothly. Welcoming and directing visitors, coordinating meetings, Coordinating office activities. | 28/08/2021 |

### EDUCATION

|  |       |
|--|-------|
| <b>M T S H S S KOTTAYAM</b>                          | MARCH |
| SECONDARY SCHOOL LEAVING CERTIFICATE                 | 2015  |
| 76%  |       |
| <b>BOAGOV T BOYS H S PUTHUPALLY, KOTTAYAM</b>        | JUNE  |
| BOARD OF HIGHER SECONDARY EXAMINATION                | 2017  |
| 56%  |       |
| <b>ETTUMANOORAPPAN COLLEGE, ETTUMANOOR, KOTTAYAM</b> | MARCH |
| BACHELOR OF BUSINESS ADMINISTRATION                  | 2020  |
| C  |       |

### PROJECTS

- A study on Employee Welfare in J.S FUSION
- A study on the Success of Employment Guarantee Schemes (MGNREGA)

### COMPUTER KNOWLEDGE

Proficient in HTML coding  
Proficient with Microsoft Word, Excel and PowerPoint.  
Computer Basic.  
.Tally ERP9.

### PASSPORT DETAILS

Passport number : V2832672