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| **AJAY** **Ajay.150890@2freemail.com****Personal Data:**Date of Birth: 25/11/1991Age: 25Sex: MaleNationality: Indian | **OBJECTIVE**To be associated with an organization that would fully utilize and enhance my acquired experience and work hard towards the welfare of the firm as well as a career growth to myself to utilize my expertise in local and overseas procurement.**WORK EXPERIENCE -1*** **Dubeees Pharma**

**Assistant Manager (Marketing and Administration)**21 June 2013 to 8 April 2014**RESPONSIBILTIES** - Regularly visit doctors and get maximum prescription from doctors.- Regularly visit stockiest and Chemist, To Ensure availability of our product**WORK EXPERIENCE -2*** **Hypertech Systems**

**Marketing Executive** 3 June 2012 To 10 January 2013**RESPONSIBILTIES** * To Assist and Convince Customer to get Maximum sale
* Follow up the enquiries to make sales

**WORK EXPERIENCE -3*** **NGA Human Resources**

**Associate (Human Resources and Payroll)**22 August 2016 to 23 June 2017**RESPONSIBILTIES** - Handling Escalations and Client calls.- Have hands on experience on UK payroll processing using Mainframe Tool and Resource Link.- Update and maintain all process related documents, and give appropriate and timely feedback on guideline updates/design documents/release documents.- Understanding and Analyzing business proposals and requirements.- Provide accurate reports as per process requirement.- Meeting the operational SLA’s.- Working with HR team members to establish and execute policies and procedures.- Interacting with the onshore team via conference calls on a daily basis for discussing matters related to payroll and HR. - Conducting regular meetings within the team for sharing of ideas. |

**EDUCATION**

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| --- | --- | --- | --- | --- |
| **Examination Passed** | **School / College** | **Board/ University** | **Year of Passing** | **Marks** **%/Grade** |
| MBA(Finance and Marketing) | UIM, Kollam | Kerala university | 2016 | Results Waiting |
| BSc. Physics with Computer Application | Sree Narayana College, Kollam | Kerala University  | 2012 | 65 |
| HSC(10+2) | ST.Aloysius.H.S.SKollam | Board of Higher Secondary Examinations Kerala | 2009 | 73 |
| SSLC(10) | ST.Aloysius.H.S.SKollam | Board of Public Examinations Kerala State | 2007 | 85 |

**PROJECTS**

* Degree project on the topic of “S.N.C AMIGOS (Academic and Social Network Solution for Sree Narayana College Kollam ” at SN college, Kollam

- MBA project on the topic of “A Study on Financial Performance at CAPEX” at Kerala State Cashew Workers Apex Industrial Co-operative Society Ltd.

**COMPUTER PROFICIENCY**

* **Resource Link, MS office**, HTML, basic knowledge in PHP & SQL

**STRENGTHS:**

* Ability to work under pressure
* Excellent Communication skills
* Proven track record of handling major customers successfully.
* Young and Energetic

**SPECIAL SKILLS:**

* Won 1st place in state science drama and 3rd place in South India science drama festival
* Won many more prizes in extracurricular activities.

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language/Skill** | **Read** | **Write** | **Speak** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Malayalam | Yes | Yes | Yes |
| Tamil | No | No | Yes |

**DECLARATION**

I hereby declare that all the above furnished details are true to the best of my knowledge.