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| **AJAY**  [**Ajay.150890@2freemail.com**](mailto:Ajay.150890@2freemail.com)  **Personal Data:**  Date of Birth: 25/11/1991  Age: 25  Sex: Male  Nationality: 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.S  Kollam | Board of Higher Secondary Examinations Kerala | 2009 | 73 |
| SSLC  (10) | ST.Aloysius.  H.S.S  Kollam | 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.