

[238090@gulfjobseekers.com](mailto:238090@gulfjobseekers.com)

**OBJECTIVE**

To excel a dynamic role in an organization that will provide me challenging goals and tremendous career growth opportunities. Aim to add value to the firm in addition to enhancing my professional skills, utilizing my full potential.

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Technology (B.Tech)** in **Mechanical Engineering** from Kerala University, Kerala, India in 2013.
* Class 12th (Computer Science) from Central Board of Secondary Education, Kerala, India in 2009.
* Class 10th from Central Board of Secondary Education, Kerala, India in 2007.

**TECHNICAL QUALIFICATION**

* **Post Graduate Diploma** in **HVAC, Plumbing** and **Fire Fighting**.
* **ASNT Level II** in NDT methods **MT, PT, UT , RT**
* Diploma in **QA/QC, NDT & Piping** - Certified by NACELL
* Certificate diploma in **Process Piping and Design.**

**WORKING EXPERIENCE**

Company : InfoPlus Events, Dubai, United Arab Emirates.

Position : Office Administrator.

Duration : February 2015 to June 2015

Website : www.infoplusevents.com

**Job Roles**

* Event Organizing and Management.
* Assist the Project Manager in Event Program Scheduling.
* Exhibition Designing and Updating Floor Plan.
* Staff Coordination and Management.
* Database Management of Delegates, Clients, Sponsors, Hospitals.
* Online Marketing and Delegate Sales.
* Prepare Event Report.
* Track and Update the Progress and Quality of work for all events.
* Follow up with Clients, Sponsors and Exhibitors.
* Used Microsoft Excel to develop inventory tracking spreadsheets and approve supply orders.
* Assists office staff in maintaining files and databases
* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint and Excel to produce correspondence, documents and computer based information and maintain presentations, records, spreadsheets and databases for inter-departmental use.
* Attending meetings, taking minutes and keeping notes.

Company : CADD Centre Training Services, Attingal, India.

Position : Mechanical Design Engineer.

Duration : July 2013 to November 2014

Website : www.caddcentreattingal.com

**Job Roles**

* Instructor in AutoCAD and MEP.
* Conduct software demonstrations and presentations at colleges.
* Office Administration.
* Online and Onsite marketing at colleges.
* Planned all meetings and travel for Business Meet and Client Conferences of Manager and assisted him.
* Monitors office operations and Assigns jobs, duties and schedules to office staff as needed.
* Serves as the go-to for office inquiries and conflicts.
* Supervise and coordinate all administrative personnel.
* Update and maintain student information database on regular basis.
* Following up new business opportunities and setting up meetings with college management.
* Assist marketing team in development of advertising and promotional programs, telemarketing plans and tradeshows to promote company’s products and services.
* Writing reports and providing management with feedback on monthly performance, marketplace and competitor activity.
* Using content management systems to maintain and update websites and internal databases.
* Ordering and maintaining stationery and equipment.
* Handling official documents to and from corporate office.

**SOFTWARE SKILLS**

* Carrier E20 HAP and McCauy Duct sizer.
* AutoCAD.
* MS Office.
* Internet Applications.

**TECHNICAL SKILLS**

* Proficient in Heat Load Calculation, Duct Design, Sizing for Air Conditioning and Ventilation system.
* Designing of Fire system.
* Designing of Plumbing system.
* Confident to handle the construction and quality control activities as specified in the drawings and applicable standards and specification.
* Monitor engineering processes and products for adherence to company and regulatory standards and practices.
* Supervising technical or laboratory staff and make regular presentations regarding the progress of work.

**TRANSFERABLE SKILLS**

* Good verbal and written communication skills.
* Quick learner, self-assured, disciplined and hardworking.
* Possess team working and time management skill.
* Good presentation skill.
* Adaptive to any situation.
* Ability to deal with people diplomatically.
* Confident and positive approach to a task.

**LANGUAGES KNOWN**

* English : Read, Write & Speak
* Arabic : Read & Write
* Hindi : Read, Write & Speak
* Malayalam : Read, Write & Speak
* Tamil : Speak