**First Name of Application CV No 1621104**

Whatsapp Mobile: +971504753686



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**OBJECTIVE**

Intend to build a career with leading corporate of Hi-Tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

**EDUCATIONAL QUALIFICATION**

**B.E** in **ELECTRONICS & COMMUNICATION ENGINEERING from P.S.V College Of**

**Engineering under Anna University, Tamil Nadu, India-2012**

**WORKING EXPERIENCE**

**1.** **Company** **: Secure Automatic Door Trading LLC**

**Designation** **: Administrative Manager**

**Tenure** **: January 2015-October 2015**

**Location** : **Ajman**

**Office address : Secure Automatic Door Trading LLC**

**New Industrial Area, P.O Box: 30134**

**Ajman, UAE**

**Responsibilities:**

* Producing documents, briefing papers. Reports and presentation
* Organizing and maintaining diaries and making appointments
* Staff administration including holiday and sickness tracking
* Assisting with the preparation of the monthly management accounts
* Experience of managing a team of up to 10 staff members.
* Organizing meetings and ensuring senior managers are well prepared for them
* Maintaining & developing the office filing systems both on paper and computer.
* To identify, plan and execute implementation of new business streams.
* Ensuring that any concerns or complaints are dealt with appropriately.
* Involved with recruitment; dealing with ad responses, sourcing potential candidates and arranging interviews.

**2. Company** **: RuralShores Business Services Pvt. Ltd**

**Designation** **: Project Coordinator & MIS Coordinator**

**Tenure** **: September 2013- August 2014**

**Location** : **Kerala**

**Office address** **: Rural Shores Business Services Pvt. Ltd.| # 135/2, Maruthi**

**Industrial Estate |ITPL Road| Rajapalya, Hoodi |Bangalore – 560048, Tele: +91-80-30591450 | Mobiles: +91-9886043520**

**PROJECT HANDLING:**

* **Restructured Accelerated Power Development & Reform Programme** 
  + **Responsibilities:**
* Monitoring consumer survey team every feeder and generating reports. Generating excel sheet of every single feeder and submitted to KSEB.
* Coordinate network and consumer survey teams
* Prepare the daily status reports
* Prepare the monthly reports
* Prepare the project planning report
* Prepare the project expanses reports

* Communicate effectively with both clients and colleague through face-to-face meetings, phone calls, emails.
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**3.** **Company** **: TelecomOne Teleservices India pvt.Ltd**

**Designation** **: Trainee Engineer and Project Coordinator**

**Tenure** **: August 2012-August 2013**

**Location** : **Ernakulum**

**Office address :** **TelecomOne Teleservices India pvt.Ltd**

**311-312, Commerce House 9/1 Cunningham Road ,**

**Bangalore 560052**

**PROJECT HANDLING:**

 **SAMSUNG -4G-LTE**

**Responsibilities:**

* Surveying sites for Samsung in RF clearance and generating reports. Generating excel sheet of every single site surveyed for Samsung reviewer.
* Checking the sites is within the search ring proposed by reliance .proposing sectors effectively by surveying the sites. Checking sites for any obstruction in signal transmission. Rejecting sites not suitable for RF transmission
* Coordinating Reliance 4G project and RF for Kerala circle. Preparing entire RF and 4G reports

**INDUSTRIAL TRAINING**

**BULLATS**

Undergo a “Business Language Testing Program” Conducted by Anna University in association with The Cambridge University.

**“Industrial Training” on three days at BSNL (Bharat Sanchar Nigam Limited)**

**SOFTWARE KNOWLEDGE**

AutoCAD 2007, cx programmer.

MS Office (Excel, Word, Power point)

COE SAP ERP Finance, Tally, Quick book, Peach Tree

**PROJECT**

**TITLE:** Intelligent Power Meter Reading using GSM Network

**ENVIRONMENT:** Embedded C, GSM Modem and Windows 07

**PROJECT DESCRIPTION:**

Implemented for the purpose of getting fully atomized electricity billing system.

Aims at measuring and monitoring the electricity consumed by consumers in a locality. Transmits the consumed power to Electricity Board office as well as issues the bill of the consumer-id automatically.

Malpractices in the meter can be found out.

The workload of office authorities can be reduced to a great extent.

**RESPONSIBILITIES**

The monitoring section calculates the cost for the consumed power and the cost details are transmitted to the client’s mobile through SMS.

**PERSONAL INFORMATION**

Date of Birth : 27/01/1990

Gender : Male

Nationality : Indian

Marital : Single

Languages : English, Malayalam, Hindi, Tamil