Ambili

Career Objective

To attain a position within a highly motivated team and prove my mettle by working in a challenging situation and a challenging career progression to become an integral part of the growing and innovative global industry.

**Qualification & Certification**

* **B.Tech in Electronics & Communication** from Sahrdaya College of Engineering and Technology, Kodakara (Calicut University, Calicut, Kerala).
* **Autodesk Certified Professional** (AutoCAD & Revit).
* Doing **Diploma in Project Management** from MITSDE recognized by Government Of India.
* **Diploma in Web Designing.**

**Areas of Expertise and Responsibilities**

* Management ⮚Technical⮚Team Leader⮚Planning⮚Training
* Developing, implementing and maintaining a business plan for the branch.
* Business Development decision maker.
* Managing the daily activities of the branch.
* Identifying and addressing of team training and development needs.
* Providing excellent service to customers.
* Conducting corporate training in various Software’s which includes Autodesk AutoCAD (2D, 3D, PDM), Project Planning and Management Software Primavera P6, MSP, MS Office, Revit MEP, Revit Structure, Revit Architecture, Autodesk 3dsMax, Microstation and Adobe software’s.
* Conducting Demonstrations, Seminars and giving training for students by visiting corporate units.
* Interpreting, analyzing and producing output & financial data.
* Enhancing awareness of the company branch and brand.
* Doing Projects in Auto CAD, Revit MEP, Revit Architecture, Revit Structure, MSP and PRIMAVERA⏵Preparation of schedule in PRIMAVERA and monitoring of progress and preparing charts. Material and Resource Planning: Workout detailed resource requirements.
* Major trainer for Turnkey Project Management, Planning Engineering, Construction Management, Quantity Surveying and Document Controlling.
* Responsible for Batch arrangements and scheduling.
* Conducting Seminars and Core Presentations in Companies and Engineering colleges.
* A good influencer in Business Development decisions.
* Document Controlling, Handling Confidential Files and Daily accounts and bank transactions.
* Responsible for all Managerial works and Business development works in the Centre.
* Recruitment of staffs, Coordination of staffs and their batches.
* Placement Cell for students & their job assurance, Conducting programs for students and staffs for their career development.
* Handled Course counselor area successfully.
* Monitored the timely performance of the employees in the workforce and motivated them to accomplish more.
* Responsible for dealing with complex and diverse managerial problems.

**Career History: (Total 8 years)**

1. Institute  **Training and Recruitment, UAE**(Nov 2015-April 2016)

Designation Freelance Corporate Trainer

1. Institute **Time Training , UAE** (Nov 2014 – Aug 2015)

Designation IT Department Head

1. Institute **MCTC, UAE** (Jun 2014 – Aug 2014)

Designation Training Manager

1. Institute **AIMS , UAE** (Aug 2013 – Jun 2014)

Designation Senior Corporate Trainer/ Acting Centre Manager

1. Institute **VIBGYOR-A Centre for Professional Solutions, India.**

(Nov 2012 – Jun 2013)

Designation Senior Software In Charge/ Academic Director

1. Institute **Sree Sankaracharya Computer Centre, India**

Designation Centre Manager(Jan 2011–Oct 2011)

1. Institute **CAD Center**, **Indian educational Enterprises (P) Ltd, (Autodesk**

**ATC & ACC), India** (May 2008 –Dec 2011)

Designation CAD Engineer/Staff Training In charge.

**Personal Developments**: - ● Completed training of AutoCAD & Autodesk 3ds Max from Autodesk through Autodesk PLP portal for being an Autodesk Instructor ● Attended 1 month training each for AutoCAD, AutoCAD Electrical, Primavera, Microstation and Autodesk 3ds Max, Revit Architecture, Revit MEP from CAD Center (IEEL PVT LTD) ● Completed Draughtsman training from CAD Training Center Thrissur ● Attended training in Sree Sankaracharya Corporate Centre Kannur.

**Personal Strength**:- Good Communication Skill, Determinant & Self Confident, Hard working & Patience, Sincere & Dedicated, Implementing change effectively, A clear & concise communicator with ability to motivates & encourage, Effective working alone or as co-operative team member and An effective organizer, problem solver & can able to consider all option with an open mind before making a presentation, Strong People Management skills, Proven ability to win new business, Financially and commercially aware, Excellent mentoring and motivational skills…etc

**Computer Proficiency:**

* Project Planning and Project Management Software - Primavera (P3 and P6).
* Autodesk Revit MEP 2015, Revit Structure 2015, Revit Architecture 2015.
* MS Project (2007, 2010).
* Autodesk AutoCAD 2015 -2D Drafting, 3D Modeling, PDM [AutoCAD 2008 to 2015].
* Autodesk AutoCAD ELECTRICAL 2013.
* Autodesk 3ds Max 2014.
* Microstation V8
* Diploma in Web Designing.

(Software’s – Adobe Photoshop, Adobe Flash, Adobe Dreamweaver, Language-HTML)

* MS Office 2007,2010,2013

**Personal Details**

Nationality Indian.

Date of Birth 10th May 1984

Languages Known English, Malayalam and Hindi.

Hobbies Music, Writing, Dance, Comparing and Internet.

**Job Seeker First Name / CV No: 1719036**

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