**NIRANJAN**

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**Education**

Graduated - BSc. (Hons) Information Technology

Middlesex University, Dubai

**Key Competencies**

* Excellent customer service skills
* Strong written and communication skills
* Decision-making skills
* Expert in IT skills
* Team player

**Training & Certifications**

* IATA – Passenger Ground Services
* Online Research Certification – Middlesex University

**Extra - Curricular Activities**

* Dubai Film Festival
* Student Volunteer
* Dubai Cares
* Student Volunteer

**IT Skills**

* MS Office Excellent
* MS PowerPoint Excellent
* MS Outlook Excellent

**Valid Driving License**

* Light Motor Vehicle – Dubai,UAE

**[NIRANJAN.353573@2freemail.com](mailto:NIRANJAN.353573@2freemail.com)**

**Career Objective**

To succeed in an environment of growth and excellence which provides me job satisfaction and self-development.

**Professional Profile**

A motivated, workaholic, enthusiastic, self-starter and quick learner. Strong interpersonal skills with an IATA certification. Innovative problem solver, Ability to work effective as a group as well as individual. Work hard to achieve goals. Deal with new customers efficiently in the most pro-active, respectful manner to meet their needs and expectations.

**Career Summary**

**MECO Electro-Mechanical Works, Al Qusais – Dubai, UAE**

Job title - Personnel Assistant

September 2015 – Present

* Responsible for everyday activities of employees
* Keeping track on meetings, projects and schedule appointments

**Gulf Oil & Gas, Maritime City – RAK, UAE**

Job title – Junior IT Analyst (Part time)

June 2014 – Aug 2014

* To implement UML diagrams, Study the project management charts
* Assisted to work with Gantt chart and WBS chats.

**Jumbo Electronics, Dubai Mall – DUBAI, UAE**

Job title – Sales Coordinator (Part time)

DSF - 2014

* Responsible for part time sales of Samsung Tablets

**Samsung, Dubai World Trade Centre – DUBAI, UAE**

Job title – Sales Coordinator (Part time)

September 2013 – October 2013

* Responsible for part time sales of Samsung laptops & Tablets.
* Record the sales in a sales sheet and follow up with the team leader

**DU, DEIRA CITY CENTRE – DUBAI, UAE**

Job title – Sales Coordinator (Part time)

April 2013 – May 2013

* Responsible for the sales of Du Sim cards and its offers.