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| **C:\Users\ASHITHA SANTOSH\Desktop\B-6526-ASHITHA.jpg** | **YATHIN** **E-mail:** **yathin.383465@2freemail.com** |
| OPERATIONS ADMINISTRATION & IT SUPPORT**(8 years UAE exp)** |
| Dedicated, Multifaceted, Professional with over **8 years of experience** in operations, administration and IT support with diverse business environments that demand strong organizational, technical and interpersonal skills. Possess strong communication skills, an ability to interact with cross-functional departments, with the high degree of professionalism, discretion and problem resolution capabilities. Quick learner, Self-motivated, result oriented person, with proven record of growth and achievement. Seeking a challenging position with a dynamic organization that welcomes initiative, dedication and demands excellence in consistently meeting business objectives and exceeding standards. |
| A | **Core Competencies** |   |
| * ***Technology/IT Support***
* ***Operations and Administration***
 | * ***Excellent Communications Skills***
 | * ***Inter-personal Skills***
 |
| * ***Inventory Management***
 | * ***Relationship Building***
 | * ***Team Player***
 |
| * ***Decision making***
 | * ***New Business Development***
 | * ***Customer Service***
 |
| * Self-oriented, pragmatic and dynamic individual with 8 years of professional experience in the field of operations, administration and IT support in UAE.
* A graduate in **B.Tech Electronics and Communication, Kerala, India**.
* Highly determined and a multifaceted person, with knowledge of **SQL Server, Seagate Crystal Report, MS Access, C, C++, VB,HTML**
* Hands-on experience making presentations, eminent interpersonal skills and excellent Communication Skills.
* Self-management skills & team player.
* Ability to prioritise and plan effectively.
* Strong conceptual skills.
* Ability to contribute, developing, marketing plans and strategies.
* Ability to communicating with targeting audience and managing customer relationships.
* Good relationship building skills in order to develop long term relationship with clients.
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|   | **Professional Experiences** |   |

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| **Operations Assistant (Oct 2010-Aug 2018)** |

**Shafern In-Flight, Dubai54**

**Operational Activities (In-Flight Catering)**

* On receiving purchase order from Emirates, factories are allocated taking into consideration the feasibility and capacity of the concerned factory.
* Communicating with the factory on meeting the quality standards and ensure on time delivery of goods.
* Getting the shipping documents ready from the factory and coordinating with the Emirates nominated freight forwarder for the smooth shipping of goods.
* Warehousing and distribution of goods as per the requirement of Emirates.

 **IT Support**

* Dealing with all IT issues in the company and resolving it

 **Office Administration**

* Managing day to day operations.
* Creating organizational and program budgets in collaboration with other departments.
* Researching new technologies and alternative methods of efficiencies.
* Setting and reviewing budgets and managing cost
* Overseeing inventory and distribution of goods.

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| **Software Support / Application Engineer (Nov 2008 – Jan 2010)** |

**Syscon InfoTech, Bangalore, India**

* Coordination and management of client projects.
* Coding and testing of projects
* Designing database and reports
* Installation and client training
* Online support of application software
* Software interfacing of biomedical equipments

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|  | **Qualification & Skills** |   |
| **Educational Qualification** |
|  | * **B.Tech Electronics and Communication from College of Engineering, Thalassery, Kerala, India.**
* **12th passed from St. Michaels Anglo Indian HSS, 2002.**
* **10th passed from St. Michaels Anglo Indian HSS, 2000.**
* **Advanced diploma in Real Time Operating System , Cranes Software, Bangalore**
* **HTML Programming-NIIT Kannur**
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| **Permanent address**“Jaya Nivas”, Payyambalam, Kannur, Kerala-670001, India. |
| **Languages Known** |
| **English(**Read, Write, & Speak) **Hindi** (Read, Write, & Speak), **Malayalam**(Read, Write, & Speak) |
|  **Nationality : Indian** |  |  |
|  **Date of Birth : 08-04-1985** **Visa status : Residence Visa**  |  |
| \*Supporting Documents and References will be provided on request \* |

**Please consider the environment before printing** |

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