

# AJAY CHERUTHON

## EXECUTIVE ASSISTANT

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## PROFILE SUMMARY

Postgraduate with 7 years administration and operations experience. Demonstrated stakeholder relationship expertise. Excellent writing and organizational skills. Exposure to multicultural work environments.

## EDUCATION

National University of Ireland  
Galway, Ireland  
MSc Environmental  
Leadership, 2019

Loyola Institute of Technology  
and Science  
BE Electrical and Electronics  
Engineering, 2012

## LANGUAGES

English: Proficient/Bilingual  
Malayalam: Native/Bilingual  
Hindi: Novice  
Tamil: Novice

## SKILLS

- **Administrative Skills:** Secretarial Work - Calendaring - Travel Planning - Invoicing - Vendor Management - Reports - Event Planning - Proof Reading - Answering Phones - File Systems - Compliance - Inventory - Documentation - Human Resource Management - Technical Writing
- **Software Skills:** Outlook - Word Processors - Spreadsheets - Slides - Photoshop - Python - GIS
- **Soft Skills:** Leadership - Detail Oriented - Presentation - Communication - Teamwork - Adaptability - Creative Problem Solving - Reconciling - Correspondence - Prioritization

## KEY ACHIEVEMENTS

- NUI Galway was awarded the green campus flag for sustainable practices. Actively participated as a member of the application committee and presented the campus biodiversity action plan
- Studied and authored a dissertation on Community Based Management in Ireland
- Ran a pilot content-based marketing campaign for Zyxware Technologies, a web development company, which led to the formation of a content-based marketing team for the organization
- Set up social media pages for Heidelberg Medical Pvt Ltd. and improved the reach of the organization to target audiences leading to a 10% quarterly increase in revenue
- Hosted a national level technical symposium - Ximus 2012
- As a freelance content editor edited 30+ articles to meet language and formatting standards for submission to peer-reviewed scientific journals

## VOLUNTEER WORK

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**Surveys:** Conducted two litter surveys for Coastwatch Ireland and a bat survey for Woodrow Sustainable Solutions, Ireland

**Biodiversity Awareness:** Participated in a science fair organised at NUI Galway to spread awareness about the biodiversity in Terryland Forests, Galway, Ireland

**Blood Donation Campaign:** Actively helped in promoting a blood donation campaign for the Red Ribbon Club India

## INTERESTS

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**Music:** Playing guitar, music production and listening

**Travel:** Trekking and visiting places of historical significance and natural beauty

**Sustainability:** Admire sustainable practices and follow sustainability news

## WORK HISTORY

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### Manager, Supermac's Restaurants

NOV 2019 - AUG 2021, GALWAY, IRELAND

- Contributed to a 25% quarterly increase in sales by creating work schedules, organizing workflows, and managing inventory for 3 branches of the fast-food chain
- Contributed to a 20% increase in customer satisfaction by delivering exceptional customer service by creating a positive and welcoming environment based on customer feedback
- Assisted in the establishment and operation of a cloud kitchen that had a 4.5+/5 stars review on all food delivery portals in Galway, Ireland
- Mentored 10+ newly hired employees on operating equipment and safety, and developed training manuals to use for reference

### Executive Assistant, Digital India Corporation

JAN 2015 - JULY 2018, NEW DELHI, INDIA

- Managed schedule of the Director, ITRA, Digital India Corporation, in the monitoring and evaluation of 14 multi-institutional research projects from expressions of interest to final reports. The projects involved 60+ research institutions, 140+ faculty, 160+ PhD students with 110+ industry, nongovernment, and government collaborators. The projects led to 600+ research publications, 11 patents, and 21 proof of concept prototypes and technologies
- Produced 50+ high-quality reports (monthly, annual, progress), minutes of meetings, user manuals, and other documentation with an exciting, captivating, visually impactful and authentic approach using advanced software proficiency in MS Office Suite
- Planned and coordinated 20+ events with 150+ participants in various cities; including arranging logistics, finalizing agenda items, and circulating information to the stakeholders
- Organized an internship program with 12 students from leading institutions across India
- Organized production of a documentary on the achievements and feedback of a project aimed at improving IT-based research in India
- Hired and managed 30+ freelancers and vendors to meet requirements during events that were organized