

AJAY CHERUTHON

EXECUTIVE ASSISTANT

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/IN/AJAYCHERUTHON/



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

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

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

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