

RESUME



Adarsh Ajayakumar

Flat #205, Al- Suwaidi's Bldg.,
Al Quasis , Dubai

Mobile : 00971545431871
E-mail ID : adarshaj004@gmail.com

Visa Status: Residence Visa (with UAE driving licenses)

CAREER OBJECTIVE:

To secure a challenging position where I can effectively contribute my skills as Professional, possessing competent Technical Skills and Communication Skills.

EDUCATIONAL DETAILS:

Examination Passed	Board / University	Discipline / Specialization	School / College	Year of Passing
B. Tech	Sri Acharya University	Computer Science & Engineering	Sri Acharya University Vijayapura, Karnataka	2014
Higher Secondary XII	All India Senior School Certificate Examination (AISSCE),	Computer Science	Kendriya Vidyalaya Bairagrah	2010
Secondary X	All India Secondary School Examination (AISSE)	CBSE Syllabus	Kendriya Vidyalaya Adoor	2008

ACADEMIC PROJECT DETAILS

- Main project: 'Safe Driving Using Mobile Phone'
- Mini project: 'Lesk Approach in WSD for Better E-Learning Using Map Reduce'

WORK EXPERIENCE:

Currently Working In

Company : Square Yards (Real Estate)
Designation : Senior Portfolio Manager
Responsibilities : Teams Leader, Hiring, Training and Developing team and Handle team of 12 Members, Calling and Meeting Clients, Sales (Property), Coordinating sales with team, Generating Sales Report, CRM, Organizing sales events, Creating Sales and Marketing Strategy, Lead Generation.
Experience : 1 year
Location : Al Barsha Heights, Dubai
Achievement : Top sale individual revenue , Top Team Sales a month

Worked In

Company : Edge Metal
Designation : Administration and Operation In charge
Responsibilities : IT Administration and HR works, Marketing and Purchase, Assisting MD with Sale tracking and Record keeping, Assisting Operations (Coordinating technical task), Building Client Relation and Handling Client Complain and Provide Solution, Meeting Potential Client and Accruing New Work.

Experience : 1 year 6 month
Location : Al Quasis. Dubai, UAE

Company : Rao Holdings Group
Designation : IT Admin & Marketing Specialist
Responsibilities : Admin, HR support & IT Operations, Sales (Commercial and Residential) and Sales Coordination, Coordinating Office Events and marketing Events, Creating Marketing Strategies, Designing Ads, Photo and Video Shoot (Properties), Lead Generation and Lead/Sales Tracking, CRM/ERP management, Ad Posting on Property Portals and Managing Ads, PR, Social Media Management, Backend Operations and Documentation.

Experience : 2 year 6 month
Location : Downtown. Dubai, UAE

Company : Sbsol (Shine Business Solutions)
Designation : Office Administrator
Responsibilities : Office Documentation and IT work, HR coordination(Managing and Updating HRMS CRM), Tracking and Recording sales and Purchase, Assisting Marketing manager in E-commerce Product analysis and Customer Reviews, Website Development and Managing , Online Sale

Experience : 2 year
Location : Cochin, Kerala, India



SOFTWARE SKILLS:

Languages : C, C++, Python, Java, Visual Basic
Operating Systems : up to Windows 10, LINUX
Database : MySQL, Oracle, Hadoop,
Other : MS Office, Photoshop & Video Editing, ERP / CRM
Management, Complete System Management & Error
Debugging, Email and Server C-panel, Web Development,
HRMS and HR Payroll

COMMUNICATION SKILLS

Languages : English (fluent), Hindi/Urdu (fluent), Malayalam(native), Tamil

PERSONAL PROFILE:

Father's Name : S. Ajayakumar
Mother's Name : Jayasree Ajay
Date of Birth : 4th January, 1993
Sex : Male
Nationality : Indian
Marital Status : Single
Language Proficiency : English, Hindi, Malayalam, Tamil
Co-Curricular activities : Chess, Basketball, Speech, Drama

REFERENCES

1. Mrs. Reena Nair, Professor, Computer Science and Engineering, Sri Acharya University Vijayapura, Karnataka (reenanairm@gmail.com)
2. Mr. Sathish Kumar, Operation Manager, Shine Business Solution, Cochin, Kerala, India (info@sbsol.in)
3. Mr. Pankaj, PNL, Square Yards, Dubai, UAE (pankajk@squareyards.ae)
4. Mr. Elias, MD, Edge metal, Dubai, UAE (info@edgemetals.ae)
5. Ms. Nausheen Hasib, GM, RAO Holding Group, Downtown, Dubai, UAE (nausheenhasib@raoholdings.com)

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Dubai

Date:

Adarsh Ajayakumar