

Objective

A highly organized professional with 7+ years of experience in Administrative management (Project Coordinator, Functional Consultant ,Administration & support) with multi client environment. Focused on maintaining organization and identifying opportunities for process improvements.

Skills & Expertise

- Proficient in project management
- Operational management
- High volume of potential customers
- Customer relationship
- Marketing skills
- Team player ,building and training
- Interpersonal and scholastic skill
- Prioritizing work in efficient manner

Projects Involved

Employee management (C# - Mysql)
Property Listing system (Python Django – Postgres)
Online Shoppe minimal (Python Django – sqllite)
Doctor searching system (Python Django – Postgres) etc.

Websites

Career Synopsis

Operations – eL Software Solutions (India).

Last-Done,

- Established clear operational specifications and formulated Application requirements.
- Created project schedules from planning to execution.
- Managed the integration of data from multiple programs and projects.
- Ensure all operations are carried on in an appropriate.
- Managed and consolidated the schedules of project members.
- Handled costs and schedules and associated documents and managed change documentation.
- Closely collaborated with projects to identify and quickly address problems.
- Involving implementation of project management controls.
- Find ways to increase quality of customer services training.
- Accomplish operations and organization mission by completing related results as needed.
- Dynamically procrastinate B2C users after installed base benefits.
- Developed project plans identifying key issues, approaches and performance metrics.

ERP Admin & Consultant – Becon Construction (UAE).

Nov 2017 –April 2018

- Support the entire ERP system include resolving issues, training ,requests for reporting, assisting in enhancements, provide data to management for the purpose of auditing and analysis.
- Correlated with Accounts and Purchase department in developing to ensure data integrity and analysis.
- Efficiently manages and prioritize projects and operational activities.
- Enchasing data & process flow as per system protocol.

Solution Architect - Reem Capital Construction (UAE).

Mar 2017 -Nov-2017

- Data standardization, data categorization review and resolution, and tasks related to the filtering and maintenance of item data.
- Analyzed architecture design, scoping, implementation, testing and deployment needs to define project requirements.
- Involved in production support of modules financials, job costing, HR, rental management, purchase Inventory control, and sub contracting for a higher end ERP system.
- Podcasting operational change management inside of workflows to establish a framework.

Operations -Accacia Solutions W.L.L (Kingdom of Bahrain).

Mar 2014 –Dec-2016

- Understanding existing business model & preparing the High level design from the customer requirements.
- Marketed enterprise systems in the region and managed services like application development, AMC and support, consulting & user training.
- Coordinating Application development using C#, Built CMS with Wordpress, and frontend technologies ECT.
- Established clear operational specifications and formulated web Apps requirements.
- Consulted regularly with customers on project status, proposals and technical issues.
- Compiled product, market and customer data to forecast accurate sales and profit projection.
- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.

Application Frontend support- Hinduja global service (India)

- Update records in software application & monitor the workflow.
- Identify each query and verify with the specified criteria and credentials.
- Improves application performance by maintaining schema objects, user management.

Education

- **Master of Computer Application** - Calicut University (India)
- **Graduation in Physics** - Calicut University (India)
- **Oracle Certified Professional** (OCP)

Interests

Tech Savvy

Movies

Listening to music

Reading

Travel

Personal Details

- **D. O. B** : 17/03/1984
- **Marital Status** : Married
- **Passport** : U2770742
- **Visa Type** : Visit
- **Nationality** : Indian

Languages

English

Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Speaking Working Proficiency

Arabic

Read, Write Proficiency