



Rohin Sudhakar

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Personal Details

DOB: 20/03/1996

Nationality: Indian

Marital Status: Single

Visa Status: Under Cancellation

Driving License: Yes

Language

- English
- Malayalam
- Hindi

Hard Skills

- MS office (Word, Excel, Power point)
- Capable of retrieving, compiling and analysing data
- Budgeting
- Planning
- Research

Profile

Detail oriented, self-motivated and organized Engineering graduate currently pursuing a Master's in International Business Management looking to compliment the switch in career with a role that fulfils the desire to gain knowledge across multiple management and operations departments whilst contributing to company growth with committed work and innovative ideas.

Experience

SEPT 2018 – Current

Operations Coordinator

Al Ashwaq Electro-Mechanical Contracting

- Project Coordination (Head Office & Site Offices)
- Coordination with Internal Departments (Finance, Purchase, Estimation)

Administration

- Company Annual Budget Preparation
- Creation of systemized recording of data and efficient linkage between departments
- Handled negotiations with Insurance Companies (Employee, Vehicle)
- Vehicle expense planning and review (Renewal, Maintenance, Salik, Petrol)
- Worked with Services from MOHRE, EDNRD, Dubai Municipality, Dubai Economy, Ejari, Dubai Courts, Notary Public, Dubai Police, RAKEZ etc

Human Resource

- Shortlisting, Interviewing and Hiring new intakes
- Staff Management
- Budget, Planning and Execution of Renewals (Employee, Vehicle, Official Documents)
- Recording and organizing Employee documents
- Preparation of Company internal documents
- Approval of Employee vacations

Legal

- Manage cases for and against the company, liaison with Legal team
- Review contracts and coordinate with Legal team

Soft Skills

- Thinking through First Principles
- Management
- Cogitative and contemplative
- Organized
- Critical Thinking
- Goal Oriented

Extra-Curricular

- University batch football team
- Organized open-to-public sports tournaments
- Inter-school athletics and football team
- School prefectural team

MAR 2018 – MAY 2018 Promotion Supervisor (Part-Time) Ola Marketing

- Planning of item delivery at various stores
- Supervising promoters
- Preparation of daily report of sales and feedback from customers

JULY 2017 – JAN 2018 Operations Intern (Internship) Procal Measuring and Control Equipment

- Tracking and handling of instruments set for bulk delivery
- Preparation of DO's and Calibration Certificates
- Assisting in the calibration of units

Other Experiences

- Rugby World Cup Dubai – Stall Sales
- 96.7 FM UAE – Event Marshall
- Talent Brokers - Arabic Concert – Event Marshall
- ABS Events – Hotel Tourist Marshall

Education

2018 - Ongoing

Heriot Watt University

MSc International Business Management w/ Finance

- Project Management
- Business Economics
- International Business Context
- Competitive Strategy
- Work Culture and Organization
- Financial Analysis
- Finance
- Research Philosophy and Practice

2014 - 2018

BITS Pilani

B.E (Hons) Electrical and Electronics Engineering

Core Engineering subjects along with electives in:

- Management
- Finance and Accounting
- Marketing
- Public Speaking
- Technical Report Writing
- Professional Ethics

2000 - 2014

GEMS Our Own Indian School, Dubai