



## PROFILE

Maintained Senior Director of HR's calendar, scheduling meetings and ensuring no conflicts occur.

Analytical and process-oriented Data Analyst with significant experience in interpreting and analyzing data to drive successful business solutions. Expertized in collecting and analyzing data on established and prospective customers, competitors and marketing channels and sources.

## CONTACT

PHONE:  
+971565766346

LinkedIn:  
[www.linkedin.com/in/sanoj-bahuleyan-a63975158](https://www.linkedin.com/in/sanoj-bahuleyan-a63975158)

EMAIL:  
[sanojbahuleyan@gmail.com](mailto:sanojbahuleyan@gmail.com)

Address: Burjuman  
Dubai, P.O. Box: 8022

# SANOJ BAHULEYAN

Admin Executive

## EDUCATION

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### Ponjesly College of Engineering

2007-2011  
Bachelor of Engineering in Computer Science.

## WORK EXPERIENCE

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### Planet Education - Admin Executive

**05/2018 to 05/2022**

Team Leader/Manager to effectively create and implement Personal Development Plan.  
Analyzing data using statistical techniques and providing reports.

### Frisson Innovation - Sales Coordinator

**12/2013 to 02/2018**

Ensure the adequacy of sales-related equipment or material.  
Respond to complaints from customers and give after-sales support when requested.

### Anj America - Document Controller

**10/2011 to 11/2013**

Review and update documents for maintenance and quality control.  
Maintain confidentiality around sensitive information and terms of agreement.

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