



SANOJ BAHULEYAN

Admin Executive

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

EMAIL:
sanojbahuleyan@gmail.com

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

EDUCATION

Ponjesly College of Engineering

2007-2011
Bachelor of Engineering in Computer Science.

WORK EXPERIENCE

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.
