

# AJEESH K

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## PROFILE SUMMAR

Dedicated and detail-oriented professional with a proven track record in providing exceptional administrative support within an office setting. Possessing excellent organizational and communication skills, adept at managing records, coordinating schedules, and facilitating smooth operations. Proficient in record-keeping and streamlined processes. Committed to creating a welcoming environment for customers demonstrating a proactive approach to problem-solving and a commitment to excellence in service delivery.

## WORK EXPERIENCE

Currently working as a **COUNTER SALES EXECUTIVE** at **ARABLAND SPARE PARTS Doha Qatar** from 25th October 2023.

### Key Job Responsibilities:

- Greeted and interacted with customers to determine their product requirements.
- Provided high quality customer service to clients and maintained their satisfaction level.
- Provided purchasing assistance to customers and guided them to product location.
- Promoted, recommended, and sold appropriate merchandise to customers.
- Processed payment transactions and bagged customer purchases, promptly and properly.
- Placed, displayed, and maintained store merchandise, in an effective manner.
- Actively promote and sell products or services to customers.
- Restock shelves and ensure products are well-organized and displayed attractively.

## **TUITION TEACHEER (2019-2023)**

### **Key Job Responsibilities:**

- Plan and deliver effective lessons to help students understand the subject matter.
- Create and administer assessments to gauge students' understanding of the material.
- Adapt teaching methods to accommodate individual learning styles.
- Keep parents/guardians informed about their child's progress and any areas of concern.
- Maintain a positive and conducive learning environment.
- Stay updated on educational trends, teaching methodologies, and subject-specific developments
- Encourage students to set and achieve academic goals.
- Keep parents/guardians informed about their child's progress and any areas of concern.
- Ensure the safety and well-being of students during tutoring sessions.

## **ADMINISTRATOR IN TUITION CENTER (2022-2023)**

### **Key Job Responsibilities:**

- Provide general administrative support to ensure the smooth operation of the tuition center
- Handle student enrollment processes, including registration, data entry, and maintaining accurate student records.
- Handle the scheduling of tutoring sessions and other educational activities.
- Serving as a point of contact between employees, clients, and external partners. Handling incoming calls, emails, and other communications, and directing them to the appropriate individuals or departments.ng and Calendar Management
- Providing basic IT support for office equipment and systems. Coordinating with the IT department or external vendors to address technical issues.
- Address and resolve issues that may arise, both with students and parents, in a timely and professional manner.

## EDUCATION

- Polytechnic Diploma in Electrical and Electronics Engineering from Malabar Polytechnic Campus Kerala-2022
- Rashtra bhasha hindi praveen-2020
- Higher Secondary from Kerala State Board -2019

## SOFTWARE PROFICIENCY

- Microsoft Office Suite (Excel, Word, power point)
- Auto CADD

## STRENGTH AND QUALITIES

- Patience when dealing with others.
- Flexibility in thinking and operating style.
- Diligence in ensuring accuracy and quality in work.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

## PERSONAL DETAILS

Date of Birth : 16/11/2000  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Hindi & Malayalam

**Declaration:** I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

**AJEESH K**