

Abdul Jaleel Kp

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Personal Details

Nationality	Indian
Passport	T7716493
Gender	Male

Professional Summary

Detail-oriented and reliable administrative professional with over 3 years of experience in roles including System Engineer, Office cum Academic Assistant, and Admin Support. Proficient in office administration, data entry, documentation, and coordination tasks across multiple departments. Skilled in MS Office Suite, Zoho Mail, PDF editing, and database management using PgAdmin. Strong track record of time management, accuracy, teamwork, and punctuality. Seeking an opportunity in the UAE as an Office Assistant, Admin Executive, HR Assistant, Document Controller, or Data Entry Operator to contribute to operational excellence and team success.

Education

Course / Degree	School / University	Grade / Score	Year
Ma Sociology	IGNOU		Ongoing
UGC NET in Sociology	UGC	Qualified	2024
B.Tech in Computer science and engineering	Apj Abdul Kalam Technological University	7.5	2019
Plus two	Kerala Board Of Higher secondary Education	93%	2015
Tenth	CBSE	9.6	2013

Experience

Systems Engineer

September 2019 - February 2022
Tata Consultancy services

- Managed enterprise applications with accurate data handling and email communication. Gathered and analyzed requirements, translated them into technical specs, and maintained documentation. Used Git for version control, supported Agile processes, and mentored junior developers. Conducted performance analysis for system improvements.

Office cum Academic Assistant to Director
July 2024 - June 2025
Markaz Knowledge City

- Provided executive and academic support, managing schedules, correspondence, and meetings. Handled office operations, record-keeping, and faculty coordination. Drafted official communications and uploaded academic content with metadata. Ensured confidentiality, time management, and professional conduct.

Skills

Office Administration

Data Entry and Management

Calendar and Meeting Scheduling

MS Office (Word, Excel, PowerPoint)

Windows & Linux OS Management

Team Collaboration

Communication Skills

Basic IT Troubleshooting

Languages

English - Fluent Malayalam - Native Arabic,Hindi - Read