



Aadhil Mehzin K Karim

Bachelors of Computer Application | Administration, Sales Management, IT support |
Location Preference: Overseas

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Present location: UAE, Abu-Dhabi

Key Skills

Sales management

Client retention

Operations & Maintenance

Leadership

Communication

Relationship building

Administration

Time Management

Inventory Management

Coordination



Profile Summary

- Result-oriented professional offering 2 years experience across administration, Invoice management, data acquisition, Sales Strategy and management.
- **Most recently associated with** ADMIN AND BACK OFFICE ASSISTANT
- Spearheaded effective project management, developed methodology and detailed drawings, PMC.
- Expertise in managing customer service and satisfaction
- In-depth knowledge of a range of sales and administration and their working patterns; skills to revamp processes
- Proficient in managing maintenance operations for reducing breakdown/downtime and enhancing operational effectiveness
- Hands-on experience in conducting test & inspection for various processes and checking the quality
- Routing, Switching, Network Troubleshooting, Wireless Networking, LAN & WAN Configuration
- Boosted network speed and performance by 20% through effective management of Cisco CCNA network infrastructure
- Experienced SAP and VIMS management

Soft Skills



Communicator



Thinker



Collaborator



Innovator



Intuitive

Personal Details

Date of Birth: 1st January 1997

Languages Known: English, Hindi & Malayalam

Address: Kariyampilly (H), North paravoor , Ernakulam - 683520, Kerala, India

Passport: U 4748245

Driving License: Valid Indian



Education

- BCA. (**Bachelor of Computer Applications**) from Sacred Heart's College, Thevara, Ernakulam, Kerala, India in 2022



Certifications

- **Digital Marketing**
Being familiar with marketing management and it's features which is acquired through an internship at ZeroPi Tech Solutions
- **AWS CLOUD ADMINISTRATOR**
Training on AWS Cloud Administration from Sappio Consultancy Service Private Limited,Kochi
- **PYTHON FULL STACK DEVELOPER**
7/2022 - 5/2023 Altos Technologies Infopark
- **CCNA (Cisco Certified Network Administrator)**
01/04/2024 - 31/04/2024 Soften Technologies Kadavanthara

Work Experience

TVS MOBILITY (05/2023 - 05/2024)

ADMIN AND BACK OFFICE ASSISTANT

- Processing Company Receipts, invoices , bills & organising documents
- Provides administrative and technology support
- Maintain accurate and up to date record
- Provide reliable support
- Manages company's accounting process
- Assist Regional Sales Manager's to ensure dealer personnel are qualified and proficient in sales related competencies and capabilities to serve their market, refine and customize the corporate business and markets
- Working with Sr. Regional Sales Staff help develop dealer specific, conquest sales strategies and plans and assist with their execution
- Assist in providing technical service to vehicles and equipment
- Learn New Truck sales processes by assisting with sales in development of sales strategies, reports and tools for the field
- Coordinate service work with the service department
- Assist with devising customer retention strategies and follow-through on them
- Greeted customer and made them feel welcome
- Good at managing SAP and VIMS (vehicle information management system) software.
- Prepares reports for billing and physical delivery updates, manage and prepares documents for billing and other delivery process.
- Temporary and Permanent registration
- performed basic data entry into spreadsheets
- assisted the administrator with planning staff schedules for meetings, ensuring that there were no conflicts
- processed petty cash transactions and payments
- ensured that office supplies were well-stocked and ordered new supplies before existing ones ran out
- plan and process invoices for clients and partners
- maintain and update the company's database regularly with new information and listings

INTERNSHIP

AWS Cloud Administrator- Sappio Consultancy Services Pvt. Ltd. 7/2021-8/2021

Digital Marketing-3/2022 6/2022 -Being familiar with marketing management and it's features which is acquired through an internship at ZeroPi Tech Solutions

PYTHON FULL STACK DEVELOPER 7/2022 - 5/2023 - Developed and maintained back-end services and APIs using Python, Developed and maintained user interfaces using HTML, CSS, and JavaScript.

Software Skills:

- HTML
- CSS
- PYTHON
- MICROSOFT OFFICE
- DIGITAL MARKETING
- SAP
- CCNA