

**Aadhil Mehzin K Karim**

**Bachelors of Computer Application | Administration, Sales Management, IT support |**

**Location Preference: Overseas**

 aadhilmehzinkarim97@gmail.com  +971-545467623 / +971-545466052 **Present location: UAE, Abu-Dhabi**

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| core24x24icons Key Skills |  | knowledge24x24icons Profile Summary |
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| **Sales management** |  |
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| **Client retention** |  |
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| **Operations & Maintenance** |  |
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| **Leadership** |  |
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| **Communication****Relationship building** |  |
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| **Administration**  |  |
| **Time Management**  |  |
| **Inventory Management** |  |
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| **Coordination** |  |

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  | * 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
* Experienced SAP and VIMS management
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| softskills24x24icons Soft Skills Communicator Innovator ThinkerCollaborator Intuitivecareer24x24icons 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  |  | edu24x24iconsEducation* BCA. (**Bachelor of Computer Applications** ) from Sacred Heart's College, Thevara, Ernakulum, Kerala, India in 2022

career24x24icons 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
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| * 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. 7/2021-8/2021Digital Marketing-3/2022 6/2022 -Being familiar with marketing management and it's features which is acquired through an internship at ZeroPi Tech SolutionsPYTHON 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
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