

**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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| softskills24x24icons Soft Skills      Communicator Innovator  Thinker  Collaborator Intuitive  career24x24icons 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** |  | 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. 7/2021-8/2021  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 | | | |