

ABDUL KALAM ASATH U

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OBJECTIVE

As an entry-level professional, I bring a strong foundation in analytical and problem-solving skills, developed through my academic background in Aviation and work experience with Cambridge University Press and Assessment. My adaptability and willingness to learn have enabled me to efficiently handle diverse tasks and contribute effectively to team projects. I am passionate about continuous improvement and dedicated to personal and professional growth, making me a motivated and valuable addition to any organization. My goal is to leverage my skills and enthusiasm to support the success of the team and the organization as a whole.

EXPERIENCE

04.2023 -
11.2023

ARM SONS PRIVATE LIMITED

Administrative Secretary

During six months period as an Administrative Secretary, I efficiently managed office operations, including scheduling appointments, handling phone calls, and coordinating meetings. I adeptly organized files, maintained records, and supported the administrative team with various tasks. My attention to detail and strong communication skills contributed to the smooth functioning of the office, enhancing overall efficiency.

12.2023 -
05.2024

Cambridge University Press and Assessment

Project Consultant

Cambridge University Press and Assessment, TENON (6-month contract)

- Orchestrated creation of a contact base within 6 months, leveraging effective calling techniques.
- Developed and managed a database in MS Excel, ensuring accuracy and accessibility.
- Collaborated with team members to enhance project efficiency and meet deadlines effectively.

EDUCATION

2023

REMO INTERNATIONAL COLLEGE OF AVIATION / Alagappa University

Bachelor of Science in Aviation

64 %

2023

REMO INTERNATIONAL COLLEGE OF AVIATION /Alagappa University

Diploma in Ground Handling Agent

71%

2021

MIET POLYTECHNIC COLLEGE / Tamilnadu Directorate of Technical Education

Diploma in Mechanical Engineering

67%

2017

MOTHER TERESA MATRICULATION HIGHER SECONDARY SCHOOL

X std

74%

INTERESTS

- Customer Service
- Administration Department
- Front Desk
- Ground Staff
- Technical

SKILLS

- Microsoft Office Excel
- Microsoft Office Word
- Microsoft Office Teams
- Outlook
- Google Forms
- Google Sheets

STRENGTHS

- Easily adaptable to the situation
- Always on learning side
- Believe in smart work

PROJECTS

- **Fabrication of upgraded check-in process using AI**

As a Student in Fabrication of upgraded Check-in process using AI, I implemented the process with a mixture of Python. My expertise in these languages gave me the tools to successfully research and develop the new process that significantly improved the speed and accuracy of the process.

LANGUAGES

- Tamil (Mother tongue)
- English (Advance)
- Hindi (Basic)
- Malayalam (Basic)
- Telugu (Basic)

PERSONAL DETAILS

- Date of Birth : 14/11/2001
- Marital Status : Single
- Nationality : Indian
- Religion : Muslim
- Passport : T3663162
- Gender : Male
- Place : Tamil Nadu, India

DECLARATION

- I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any false information or misrepresentation may result in my disqualification from the recruitment process.



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