



# AJITH A N

## CAREER OBJECTIVE

Looking for a challenging role in an organization, which provides opportunities to enhance my skills and expand my knowledge for the growth of the company.

## CONTACT

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United Arab Emirates



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Visa Status – Visit Visa



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## EDUCATION

### LLB

**KERALA UNIVERSITY**  
2019

### BPA

**KERALA UNIVERSITY**  
2004

### Pre-Degree

**KERALA UNIVERSITY**  
2000

## SKILLS

Legal documentation  
AS/400 Administration  
MIS

BLP

FLP

Personal Branding

Leadership

Communication

Adaptive Team

Management

Data assessment

Project Training

Project Planning

Logical Reasonin

## WORK EXPERIENCE

### Attorney

**UST GLOBAL ,TRIVANDRUM**

April 2018 – March 2024

- > Handling legal operations and vendor management
- > Providing legal support and guidance
- > Finding ethical solutions to legal matters
- > Conducting Research into Specific Areas of Law
- > Keeping Up-to-Date with Changes in the Law

- > Review and negotiate contracts, agreements, and other legal documents
- > Evaluate new business partnerships with vendors and subcontractors.
- > Negotiate deals on behalf of the company.

### Sr.HR Executive Training

**UST GLOBAL ,TRIVANDRUM**

October 2015- June 2017

- > Ensure all required documents of new joiners are received, verified and well documented, Relevant copies also shared.
- > Coordinate and facilitate new joiners' inductions with other teams in a standard induction format and ensure all induction sessions are completed as planned.
- > Play an active role in coordinating, facilitating, and contributing in staff engagement activities such as internal events, celebrations, annual retreat, team building, sporting events and so forth.
- > Coordinate and Conduct organization wide Technical, Communication & Domain Assessment.
- > Ability to demonstrate exceptional behavioral qualities such as critical thinking, problem solving, active listening, proactive, and service orientation.
- > Identifies training needs and training gaps in the organization.
- > Provides inputs to the Training Strategy and the development of specific training development plans.
- > Collecting feedback for the quality of delivered training sessions by external vendors.
- > Evaluates the quality of training courses and implements improvements.

### Liaison Officer (ROW)

**Aapt Outsourcing Solution Pvt. Ltd**

Feb 2014 - Aug 2015

- > Interacting and strategizing with Public Works Department (PWD), National Highway (NH), KSTP, KRFB, KSUDP officials for the approval trenching their roads and laying OFC by OT/HDD/MT method for connecting intra city routes within Kerala as part of 4G project
- > Ensuring Successful Surveying, Estimate and Report by various Departments
- > Representing Company in discussions with varied stakeholders
- > Dispute Resolution while execution of work
- > Risk Mitigation to ensure work is delivered within stipulated time

## **Asst. Manager Operations**

### **Revenue Med, Technopark**

**May 2007 - December 2013**

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- > Service deliveries to ensure targets are met.
- > Workforce management.
- > Prepare and send Shift, Monthly Reports, TAT Report and Attendance Tracker etc.
- > Ensure appropriate infrastructure is always available.
- > Co-ordinate with the HR and Admin team to enable smooth functioning of the operations.
- > Client relationship management.
- > Manages a large team of 300 plus FTEs in a shift.
- > Manage 8 Team Leaders within a shift.
- > Adherence to SLA and delivery of quality outputs
- > Shift management.
- > Manage/review KPI and performance appraisals.
- > Mentoring associate to deliver higher performance for associate's and organization's growth.
- > Recruitment and Termination of associates.

## **Administrator**

### **Golden Trading's, Abu Dhabi**

**Mar 2006 - Apr 2007**

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- > Managing operations like for affiliated company's like Golden Music, Golden Saloon and Golden Transportation
- > Planning goals, strategies, and policies for an organization
- > Organizing plans into manageable areas.
- > Coordinating tasks.
- > Controlling the work of employees to ensure that it meets the goals and objectives of the organization.