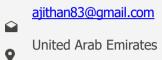


## CONTACT



DOB: - 15-03-1983

Passport No:- Y4109866

- +971588015253

#### **EDUCATION**

L L B 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

# 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.

## 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

> 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

- > 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.