

ARJUN S KUMAR

ADMIN ASSOCIATE



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Salah Al Din, Dubai

PROFILE

Dedicated and detail-oriented Admin Associate with a proven track record in efficiently managing office operations and providing exceptional administrative support. Adept at handling client inquiries, maintaining work progress reports, and coordinating with internal teams for seamless workflow. Skilled in introducing organizations to new clients, arranging appointments for sales teams, and ensuring the smooth execution of in-house functions. Proficient in clerical activities, event planning, and maintaining a well-stocked office. Known for effective communication and a proactive approach to solving challenges.

SKILLS

Administrative Support

Client Relations

Event Coordination

Attention to Detail

Team Collaboration

EDUCATION

- PG DIPLOMA IN PUBLIC RELATIONS AND ADVERTISEMENT KERALA MEDIA ACADEMY, YEAR OF PASS-2017.
- BACHELOR OF ARTS DEGREE IN JOURNALISM & MASS COMMUNICATION Kerala University, Year of Pass-2015

Professional Accomplishments

- Successfully maintained work progress reports and ensured timely updates to clients.
- Played a key role in introducing the organization to new clients, contributing to business expansion.
- Effectively resolved customer complaints and maintained a high level of customer satisfaction.
- Implemented health and safety policies, ensuring a risk-free work environment.

Languages Known:

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Intermediate)
- Tamil (Intermediate)

Personal Information

Nationality: Indian

Dob: 23/05/1994

Marital Status: Married

Passport No: B9359077

Date of Expiry: 27/12/2033

EXPERIENCE

ADMIN ASSOCIATE AT BLUE ANGEL INTERIOR DESIGNS, TRIVANDRUM (07/2020 – 12/2023)

- Responded to client inquiries, maintained work progress reports, and coordinated with work sites and suppliers.
- Introduced the organization to new clients and arranged appointments for the sales team.
- Efficiently managed clerical activities, stocked office supplies, and organized office events

CUSTOMER RELATIONS ASSOCIATE AT NUCLEUS PREMIUM PROPERTIES, TRIVANDRUM (05/2019 – 05/2020)

- Handled customer accounts, resolved complaints, and managed incoming inquiries.
- Collaborated with customization and project teams to ensure excellent customer service.

OPERATIONS EXECUTIVE AT DREAMS MOBILES - LENOVO MOTO (BACKSUPPORT FIRM) (03/2018 – 04/2019)

- Developed and implemented health and safety policies, conducted training programs, and monitored technical operations staff.
- Maintain efficient communication between different departments, optimizing process and managing logistics.

ADMIN ASSISTANT AT BRAND TECH, Trivandrum (10/2016-02/2018)

- Handle all Public Relations inquiries.
- Greet numerous visitors including VIP's, Vendors, and Interview Candidates.
- Coordinate inventory orders, office supplies.
- Execution of meetings, drafting of agendas, Follow up of clients.

DECLARATION:

I do hereby declare that all the details provided in this resume is true to by knowledge and is valid on all occasions this resume is produced.

Reference Upon Request.

Arjun S Kumar