

# CURRICULUM VITAE



**MOHANRAJ L**

## CONTACT INFORMATION

### ADDRESS:

#6, Best chicken  
Building  
Tourist club area  
Abu Dhabi

### EMAIL:

06mohanraj06@gmail.com

### MOBILE:

+971-545307161

### STRENGTHS:

Positive attitude and  
confidence.

Ability to adapt to any type  
of environment.

Eagerness to learn and ready  
to take challenges.

Strong reasoning and  
analytical skills.

Dedicated for work with  
constant focus.

## OBJECTIVE

To achieve the top performance keen on updating techniques by facing Challenges with a self-motivated positive approach, leading to company satisfaction and customer delight through Value Added Activities.

## EDUCATIONAL QUALIFICATION

- ❖ Completed **MBA (Marketing)** from Department of management studies,
- ❖ **WIGAN AND LEAIGH College** with a grade Merit.
- ❖ Completed **BSC-ELECTRONICS** from **SRM ARTS AND SCIENCE College** Chennai under **UNIVERSITY OF MADRAS** with an aggregate **59%** .
- ❖ Completed **12<sup>th</sup>** from Government Higher Sec School with **64%**.
- ❖ Completed **10<sup>th</sup>** from SRM Nightingale Matriculation Higher Secondary School, with **61%**.

## WORK EXPERIENCE

### ADMINISTRATIVE ASSISTANT

BRIDGE ACADEMY PVT LTD

AUG 2019 – Nov 2024

- Handled complex calendar management and travel arrangements.
- Coordinated internal/external communications, meetings, and events
- Managed office operations, including filing, scheduling, and supply inventory
- Delivered excellent customer service and supported client/vendor relations
- Prepared and proofread documents, reports, and managed data entry

### BUSINESS DEVELOPMENT ASSOCIATE

APTECH PVT LTD

OCT 2017 – MAY 2019

- Focus on target and achieving the sales within the time frame.
- Demonstrated products and services to customers.
- Contributed in marketing campaigns

### SENIOR MARKETING EXECUTIVE

SOUTH INDIA SHELTERS PVT LTD

OCT 2015- SEP 2017

#### **Duties:**

- Identifying the New clients demonstrate the advantages of project to promote their business in new medium.
- Maintain excellent relationship with existing client.

**PERSONAL DETAILS:**

Father's Name:

**LOGANATHAN**

Mother's Name:

**KAMALA**

Date of Birth:

**06/06/1985**

Marital Status:

**MARRIED**

Nationality:

**INDIAN**

Passport No:

**C5131897**

Expiry Date:

**29/10/2034****BUSINESS DEVELOPMENT EXECUTIVE**

URBAN TREE INFRASTRUCTURES (P) LTD, Chennai.

Nov 2012 – SEP 2015

**Duties:**

- Finding potential new customers, ultimately convert them into clients.
- Evaluating consumer's demographic details Keep abreast of competitor activity and recommend any necessary action.
- Maintain the Business Development databases.

**MARKETING EXECUTIVE**

WINNER FOUNDATIONS (P) LTD, Chennai.

JUNE 2011 – OCT 2012

**Duties:**

- Identified prospective clients, generated business from new and existing accounts.
- Performed market researches.
- Demonstrated products and services to customers.
- Contributed in marketing campaigns

**PROJECT****WINNER FOUNDATIONS PRIVATE LIMITED, CHENNAI.**

MARKETING Project, JAN 2011 – Aug 2011

**Entitled "A STUDY ON PUBLIC OPINION ABOUT LIFE STYLE APARTMENTS IN CHENNAI CITY"**

- How consumers decide to buy the property and what are the various factors influence for their decision.

**INTERNSHIP**Underwent Internship with at **EZONE –FUTURE GROUPS** on **MARKETING AND CUSTOMER CARE** for a period of 2 years.**Place:** Abu Dhabi**Date:**

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**Mohanraj. L**  
Signature