



RUDITHENNY K

- 0582153857
- rudithenny@gmail.com
- www.linkedin.com/in/rudithennyk
- 100 Villa, Al Asayel Street, Al Quoz, Dubai

ABOUT ME

Actively seeking a better position where I can optimize my problem-solving and organizational skills to contribute to increased customer satisfaction. Strong multitasking skills and fast learning ability ensure quick contribution to your team.

EXPERTISE

- Computer systems knowledge
- Computer Troubleshooting
- Problem Resolution
- Database Design
- Planning and implementation
- New employee mentoring
- Team leadership
- Java/C/C++
- Windows and Linux
- Computer programming
- Oral and written communication
- Excellent Communication skills
- Excellent problem-solving abilities

LANGUAGE

- English- Fluent
- Hindi- Fluent
- Tamil- Fluent
- Korean - Basic (speak)
- Malayalam- Native

EDUCATION

Bachelor of Technology:

Information Technology - 2013
Hindusthan College of Engineering and Technology Coimbatore, TN

Higher Secondary Education - 2009

St.Antony's Higher Secondary School
Kacheripady Kochi, KL

S.S.L.C - 2007

L.M.C.C.H.S.G Pachalam Ernakulam

PERSONAL DETAILS

D.O.B: 12-11-1989

Nationality : Indian

Name of spouse: Grackse Raphael

PASSPORT DETAILS

Passport No: B8438579

Nationality : Indian

Expiry Date : 17/12/2033

REFERENCE

Vinod Kumar - Team Leader

Lotus Interworks

Ph.no: +91 9544230847

EXPERIENCE

MANAGER

VRISHYA Centre for Uro Andrology and Sexual Medicine - India

01st Nov 2021 - 25th Jan 2024

- Overseeing clinic operations and staff duties.
- Managing the clinic's budget, billing system, and inventory.
- Overseeing the purchasing, maintenance, and repair of clinic equipment.
- Performing the hiring, training, and performance evaluation of staff members.
- Managing internal and external communications, and answering queries about the clinic.

MARKETING COORDINATOR -

PROJECT SOLUTIONS - India 01 Feb 2021 - 28th Oct 2021

- Research to analyze customers' behavior.
- Plan and document client details and method of approaching
- Make outbound calls or meet clients and achieve targets.
- Prepare reports and documents.
- Send EOD reports

ASSOCIATE SUPPORT

Lotus Interworks Pvt Ltd (Simplia- India)

16th Sept 2019 - 16th Sept 2020

- Making outbound calls to prospects.
- Researching and analyzing prospects.
- Communicating internally to brief colleagues on opportunities and pipeline status.
- Maintaining accurate records on our cloud-based CRM system.
- Supporting business development through active lead nurturing, developing prospect relationships, and coordination of activity, including diary management and record keeping.
- Handling and directing sales inquiries.

COMPUTER LAB ASSISTANT

Albertian Institute of Science & Technology - India

Jul 2017- Sept 2019

- Provided instruction to all lab users on the proper use of all equipment.
- Handled lab equipment, registers, and stocks.
- Supported all computer lab operations.
- Diagnosed and troubleshooted UNIX and Windows processing problems and applied solutions to increase company efficiency.

PROJECT ANALYST

Kites Software Solutions - India

Nov 2014-Oct 2015

- Created effective organizational systems for reports, agendas, and records.
- Consulted with engineering team members to determine system loads and develop improvement plans.
- Researched and updated all required materials needed for the project.