

# SATHRAJITH. AP

**HR AND ADMINISTRATION / ASSISTANT PUBLIC RELATIONS OFFICER (PRO) /  
DOCUMENT CONTROLLER / CUSTOMER RELATIONSHIP**



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• **LOCATION**  
DUBAI

• **E MAIL**

[sathrajithchikku@gmail.com](mailto:sathrajithchikku@gmail.com)

## • **SKILLS**

- Microsoft Office
- Payroll
- Recruitment
- Personality Development
- Customer Satisfaction

## PERSONAL DETAILS:

- Nationality : Indian
- Date Of Birth : 01/03/1990
- Marital Status : Married
- Passport No : W0403660
- Passport Exp : 23/05/2032
- Place of Issue : Malappuram
- State : Kerala
- Languages Known : English  
Malayalam, Tamil
- Driving License : Indian License

## **CAREER OBJECTIVE**

To work with an organization that give a chance to work on a challenging position in a professionally fertile environment, where my academic knowledge, practical experience and dedicate work ethics would enable me to make immediate and long-term contribution to the organization and lead to the growth of nation and myself.

## **PROFESSIONAL EXPERIENCE (UAE)**

- **HR Assistant**  
REGAL INVESTMENT GROUP (ABU DHABI, UAE) 13-March-2023 to Present
- **HR And Administration Assistant**  
MAJELAN AUTO SPARE PARTS LLC (SHARJAH, UAE) 2013-2018
- **Public Relation Officer (PRO) Assistant**  
MAJELAN AUTO SPARE PARTS LLC (SHARJAH, UAE) 2013-2018
- **Accountant & Customer Relationship (Payables & Receivables)**  
MAJELAN AUTO SPARE PARTS LLC (SHARJAH, UAE) 2012-2013

## **PROFESSIONAL EXPERIENCE (INDIA)**

- **Customer Care Manager**  
POPULAR VEHICLES AND SERVICES LTD (CALICUT, KERALA) 2020-2023
- **HR Manager**  
FARMERS KANNATHALI DISTRIBUTION (FMCG) (COCHIN, KERALA) 2018-2020
- **Customer Relationship Executive and Warehouse Management**  
IMPULSE BOOKS MARKETING COMPANY (Cochin, Allepey) 2011.
- **Stock Market Trader**  
BONANZA SHARE TRADING COMPANY - 2009.

## **EDUCATION**

- 📖 **EMBA (Executive Master of Business Administration)** - NIBM (National Institute of Business management)
- 📖 **BBA (Bachelor of Business Administration)** - MG (Mahatma Gandhi) University Kottayam
- 📖 **Higher Secondary** (Plus Two)
- 📖 **SSLC** (Secondary School Leaving Certificate)

## **OTHER EDUCATION**

- 📖 One year Post Graduate Diploma in Computer Application (PGDCA)
- 📖 Diploma in Computer Operating level and Senior Multi Media level

## **ACHIEVEMENTS**

- 📖 Won the A Grade in Legal Literacy classes based on "Niyamapaddam" held by the Kerala State Legal Services Authority (KELSA) during 2003-2004
- 📖 Won the computer examination with Rural Development Department IRDP/SGSY TRADE FAIR-2001, MALAPPURAM DISTRICT