SAREER AN

About Me

Creative and detail-oriented professional with a problem-solving skill. Adaptable and effective communicator, I thrive in collaborative environments, aiming to contribute to inspiring and impactful projects

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Valapattanam 670010
Kannur, India

Education

Gateway Computers
Diploma in Hardware & Networking
2007 - 2008

GHSS Pallikkunnu
SSLC - Kerala
2006 - 2007

Skills

- Management Skills
- Creativity
- Critical Thinking
- Leadership

Languages

Malayalam | English | Hindi | Tamil

Experience

Supervisor   *2023*
Zeal Agencies - India

Experienced supervisor skilled in team management, inventory control, and quality assurance. Proven track record in optimizing workflows and ensuring compliance. Seeking a dynamic role to contribute leadership and expertise in efficient business operations.

Supervisor   *2018 – 2023*
Huda Janasevanakendra - India

Experienced supervisor skilled in team management, ensuring accuracy, and streamlining workflows. Seeking a challenging role to contribute leadership and expertise in delivering exceptional typing and documentation services.

Senior/ Salesman   *2014 – 2017*
Hydro Care Trading - Qatar

As a seasoned salesman in a heavy equipment filter shop, I honed my sales skills through effective communication and a deep understanding of the products.

Office Assistant   *2011 – 2014*
KM Shaji (MLA) - India

As an MLA office assistant in Kerala, I excelled in managing daily operations, handling correspondence, and providing efficient administrative support. This role honed my organizational and multitasking abilities in a dynamic political setting.

Computer Technician/ Customer Support *2008 – 2011*
Gateway Computers - India

Experienced in administering computer networks, including software, hardware, and configurations. Skilled in data backups, recovery operations, and troubleshooting. Proficient in sharing devices, installing printers and scanners, and securing systems from virus and malware attacks. Expertise includes creating workgroups and facilitating LAN-based folder and drive sharing.