

SUBIN PAUL

Pullad PO, Thiruvalla

Pathanamthitta

Kerala, India

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Project Coordination /Office administration /Business development Executive

## Professional Summary

Administrative Professional & Project Coordinator with a positive team approach. Proven experience in effectively interfacing with all levels of management, employees, other departments and external vendors. Areas of strength include professionalism, high level organizational skills, detail oriented, multi-tasking capabilities, telephone etiquette and ability to adapt to change. Extensive experience in the use of computer software: A results driven, self-motivated and resourceful project coordinator with an in depth understanding of all aspects of project coordination and implementation.

## Educational Qualification

## Bachelor of business administration from MS university Tirunelveli.

## Aircraft maintenance engineering from Mount Zion college Pathanamthitta.

## Higher secondary education from Govt HSS Koipuram.

## Secondary school education from NMHSS Kumbanad.

## Computer Skills

## Computer Hardware and networking

## C AND C++ Computer programme

## Visual Basic

## Microsoft Word, Excel, Powepoint

## Employment History

## February 2018 to February 2019

## Business development executive, Memana builders Pvt Ltd, Pathanamthitta, Kerala

**Responsibilities:**

* Identifying new sales leads
* Pitching products and/or services
* Maintaining fruitful relationships with existing customers
* Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets
* Contacting potential clients via email or phone to establish rapport and set up meetings
* Planning and overseeing new marketing initiatives
* Attending conferences, meetings, and industry events

**January 2016 to January 2018**

**Project coordinator, Civil tech contractors and designers, Chenganoor ,Kerala**

**Responsibilities:**

* Coordinate project management activities, resources, equipment and information
* Break projects into doable actions and set timeframes
* Liaise with clients to identify and define requirements, scope and objectives
* Assign tasks to internal teams and assist with schedule management
* Make sure that clients’ needs are met as projects evolve
* Help prepare budgets
* Oversee project procurement management

**November 2014 to December 2015**

**Project Coordinator**, **SAT Trading LLC, Dubai, UAE (Dubai Police Project**)

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SAT Trading LLC is a leader in supply, installation, service and maintenance of Analytical/Laboratory instruments up to designing & planning of Laboratory building including service ceiling Laboratory Furniture. It has mainly focused towards Forensic laboratories.

**Responsibilities:**

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* Co­ordination with  sub contractors and follow ups with couriers for shipments.
* Inspection of Media Ceiling and related installations which includes mechanical and
* electrical installations.
* Maintaining log book in timely manner.
* Troubleshooting and implementation of advanced technique for problem solving.
* Assessment and monitoring the daily work progress.
* Completion of project in defined time itself at most accuracy.

**January 2011 to January 2013**

**Technical Service Advisor , Popular Hyundai Motors , Kerala , India.**

The company is extensively involved in the automobile dealership operations with various brands spread across South India. The company operates Hyundai Car dealerships across Kerala.

**Responsibilities:**

* Providing customers with advice pertaining to the upkeep and care of their cars.
* Served as the liaison between the customers and the mechanic.
* Assisting the customer and get to know their problems.
* Assisting in test drive for understanding the problem..

**January 2010 to January 2011**

**Aircraft Maintenance Junior Engineer , Air India , Mumbai , India.**

Air India is the [flag carrier](https://en.wikipedia.org/wiki/Flag_carrier) airline of [India](https://en.wikipedia.org/wiki/India) owned by [Air India Limited](https://en.wikipedia.org/wiki/Air_India_Limited) (AIL), a [Government of India](https://en.wikipedia.org/wiki/Government_of_India) enterprise. It operates a fleet of [Airbus](https://en.wikipedia.org/wiki/Airbus) and [Boeing](https://en.wikipedia.org/wiki/Boeing) aircraft serving various domestic and international airports.

**Responsibilities:**

* CFM 56 Engine Dressing
* CF6 80C2/50C2 Engine Dressing
* PW4056ED Module
* Check ‘A’ Routine (500hrs)
* Replacement of components on Airframe and Engine
* Troubleshooting issues on compliance with service manual
* Carrying out ground and flight­testing programmes on prototypes.
* Scheduling and supervising line (airport) and base (hangar) aircraft maintenance.

## Personal Details

Nationality : Indian

Date of Birth : 16/07/1988

Gender : Male

Languages : English, Hindi, Malayalam, Tamil

Passport No : J2933980

Hobbies : Reading, Playing Cricket, Travelling

Permanent Address : Bethel Bhavan

Pullad Po Thiruvalla

Pathanamthitta, Kerala

689548

## Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the mentioned particulars.

Place: Kerala

Date:\_\_\_\_\_\_\_\_\_\_ SUBIN PAUL