



AKHIL RAJ T

Address: Sreenilayam, vadakkumthala, karunagappally

Phone: +91 7012272372

Email: akhil.admiro@gmail.com

SUMMARY:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE:

PRO AT DNA DIAGNOSTICS AND RESEARCH CENTER (COVID CENTER)

Create with innovative and engaging public relations and media campaigns. Collaborate with other teams such as marketing and designers to create promotional content. Write, edit and review all media content and press releases Handle any PR related issue that may arise. Maintain good relationships with media houses. Organize PR activations to promote the company's image and serve as the spokesperson. Focus on marketing the company through partnerships and advertising. Keep up with media and audience opinions regularly. Study PR trends and use best practices. Regularly submit PR reports

DATA ENTRY OPERATOR CUM RECEPTIONIST AT HI-TECH DIAGNOSTIC CENTER (5MONTHS COVID CENTER)

Compiling, verifying accuracy and sorting information to prepare source data for computer entry, Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output, Scan documents and print files, when needed keep information confidential respond to queries for information and access relevant files,

Greet and welcome guests as soon as they arrive at the office direct visitors to the appropriate person and office answer, screen and forward incoming phone calls ensure reception area is tidy and presentable, with all necessary stationery and material provide basic and accurate information in-person and via phone/email receive, sort and distribute daily mail/deliveries

FIRE AND SAFETY OFFCIER AT AL ZAKI FIRE AND SAFETY - 2020 TO 2021

Responsible for planning, implementing and overseeing company's employee safety at work,conduct risk assesment responsible for monitering and assessing hazardous situvations inspects the site to ensure it is a hazardous free enforce safety guidelines installation and maintance of fire extinguisher

FIRE AND SAFETY TECHNICIAN AT COCHIN SURAKSHA FIRE AND SECURITY – 2019 TO 2020

Installed fire protection system in various buldings,maintained records of fire damage and any substant repairs performed regular inspection and assesment to identify safety issue Cleans extinguishers and recharges them with approved materials. Assists in fire safety inspection Assist customers in fulfilling service needs

FIRE AND SAFETY TRAINEE AT TRAVANCORE COCHIN CHEMICALS LTD – 2018 to 2018 (6 MONTHS)

Maintenance and inspection of various safety and fire equipment's such as personal protective equipment, breathing apparatus different type of extinguishers also participate mock drill on chlorine leak-based om companies on site emergency plan

SAFETY OFFICER AT FIRE CARE SYSTEM AND SERVICES -2015 -2016

Monitoring and assessing hazardous and unsafe situations developing measures to assure personnel safety. Investigate accidents that have occurred within incident areas Verifies that all tools and equipment are adequate and safe for use. Enforces safety guidelines Watches out for the safety of all workers and works to protect them from entering hazardous situations Stop any unsafe acts or processes that seem dangerous or unhealthy

OFFICER IN CHARGE NATIONAL INSTITUTE OF DISTANCE EDUCATION – 2009 TO 2012

Manage budget Handle scheduling, record-keeping and reporting Hire, train and advise staff counsel students when needed resolve conflicts and other issues communicate with parents

SKILL HIGHLIGHTS:

- Communication Skills
- Problem Solving Skills
- Critical Thinking Skills
- Flexibility
- Strong decision maker

LANGUAGE:

English
Malayalam
Hindi
Tamil

EDUCATION:

SSLC

S.V.P.M.H.S. VADAKKUMTHALA – 2006

PLUS, TWO

COLLEGE OF ENGLISH KARUNAGAPPALLY – 2008

MS OFFICE AND INTERNET

LBS CENTER FOR SCIENCE AND TECHNOLOGY

-1/1/2009 – 18/4/2009

NETWORK ENGINEERING

TIME NET SOLUTION ERNAKULAM 16/4/2012 -2/11/2012

DIPLOMA IN FIRE AND SAFETY

IIFS MAVELIKKARA - 2/6/2014 - 15/4/2015

IOSH MANAGING SAFELY

IIFS MAVELIKKARA – 6/2/2017 - 8/2/2017

IBOEHS

IIFS MAVELIKKARA – 12/12/2016 - 15/2/2017

FIRE ALARM TECHNICIAN

RISS ERNAKULAM - 3/7/2017 - 30/9/2017

NEBOSH

HSEI KOLLAM -20/11/2017 - 2/12/2017

BA SOCIOLOGY

RABINDRANATH TAGORE UNIVERSITY-2017 -2020

DECLARATION:

I hereby declare that; the above information is true and correct to the best of my knowledge. I will make it my earnest Endeavorto discharge competently and carefully the duties you may be pleased to entrust with me