ANANTHU AJAY

I AM A BVOC SOFTWARE DEVELOPMENT GRADUATE SEEKING FOR CHALLENGING OPPORTUNITES WHERE I CAN FULLY USE MY SKILLS AND ABILITIES FOR THE SUCCESS OF THE FIRM AND I CAN ENHANCE MY WORK EXPERIENCES. IN ADDITION, I HAVE EXPERIENCE IN MANAGING SUCCESSFULL TEAM THROUGH VARIOUS TYPES OF MAINTENANCE

PERSONAL DEATAILS

Nationality: Indian

Marital status: Single

Date of Birth: 09-09-1996

✉ ananthuajay1996@gmail.com

📞 +91-8086617242

📍 Ezhupunna

EXPERTISE

Administration

Office Procedures

Customer Service

Crisis Management

Perfomance Mangement

Excellent Communication

TECHNICAL SKILL

M S Office

(Word,Excel,Power Point)

Photoshop

Pagemaker

C++ , Java

Computer Hardware Maintenance

INTEREST

Reading

Travelling

Music

Movies

WORK EXPERIENCE

Department of Telecommunications (MAR 2022- JAN 2024)

Office Assistant in Admin Establishment in Office of Addl.DGT DoT Kerala LSA

★ GeM Purchases and bill processing

★ Managing correspondence, including emails, letters, and phone calls

★ Organizing and scheduling meetings, appointments, and events

★ Assisting with document preparation and data entry

★ Maintaining filing systems and databases

★ Handling travel arrangements and expense reports

★ Providing administrative support to ensure efficient office operations

Swami Ayyappa Enterprises (JAN 2021- FEB 2022)

Manager cum Supervisor in Swami ayyappa Enterprises

★ Lead a team to achieve specific goals or objectives

★ Provide guidance, support, and direction to team members.

★ Delegate tasks and responsibilities effectively.

Reliance Jio Private Limited (DEC 2019- AUG 2020)

Jio Point Store Assistant Manager Aroor(Jio Point) Reliance Jio Private Limited

★ Customer Service   ★ Sales and Revenue Generation   ★ Technical Support

★ Operational Management   ★ Reporting and Documentation   ★ Vendor Management

★ Community Engagement   ★ Promotional Activities   ★ Compliance and Operations

ADDITIONAL CERTIFICATES

★ Computer Hardware and Maintenance,(Govt. of Kerala,Dept.of Technical Education)

★ Graphic Designing Suite, ,Photoshop,Pagemaker and Illustrator ,(NCET)

★ Food and Beverage Service Course ,(KITTS)(Kerala Institute of Tourism & Travel Studies)

★ Industrial Training Programme on Linux system Administraion in (IPSR Solutions)

EDUCATIONAL QUALIFICATION

★ 2015-2018 (Graduation)

Bvoc Software Development

St.Michael's College Cherthala

Kerala University

★ 2012-2014 (Plus Two)

DHSE Kerala

GHSS Chandiroor

★ 2012   (Matriculation)

SSLC

ECEK Union High School

REFERENCES

Neelakandan M
Assistant Director(Esst.)
Department of Telecommunications
Kerala L S A
9480325842
jto3.krl-dgt-dot@gov.in