

Ajith Amaladasan

Office Administrator, Operations executive,
Customer support, Data collecting manager & Clark

Profile

Dedicated, highly talented, optimistic, young and willing to do whatever it takes to make it happen in life. Looking to compensate my passion and energy. and I am highly recognized management professional offering over 03 years of enhancing organizations' bottom-lines through a customer-centric approach and excellent leadership and interpersonal skills. I am confident that I can achieve high results with my abilities and hard work.

Education

Bachelor of Business administration

St' Jerome's collage Nagercoil

Higher Secondary School

LM HSS Cheruvarakonam

Tally ERP.

Trivandrum 2016

Employment History

- **Operations executive cum Customer Support**

SAAIR- E-commerce Delivery

Trivandrum | 2020 May- 2021 July

- **Data collecting Manager cum Office admin**

ROANUZ-Artificial Intelligence for Sports Apps

Trivandrum I 2021 Aug -2023 Jan

Technical Skills

- ✓ Tally
- ✓ Excel
- ✓ Computer Knowledge
- ✓ ERP
- ✓ Word
- ✓ MS Office



INFO

ADDRESS

Dubai, United Arab Emirates

PHONE

+971545139498

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BIRTH DATE

30-5-1998

NATIONALITY

Indian

SKILLS

VERBAL COMMUNICATION

CUSTOMER FOCUS

ORGANIZATION

HANDLES PRESSURE

TEAM WORK

PROBLEM - SOLVING

Operations, Data Entry & administration

Job Description:

SAAIR

Operations executive cum Customer Support

- Update the product with images, description and price in the application website
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- Updating Offers and Discounts on Applicable Products online.
- Promoting Sales through Social Media Ads.
- Keeping Track of Stocks and Clear out Inventories
- Identifying issues related to stock and website, and report corrective actions to the concerned department.
- Proper supports solutions to the client for their enquiries and the complaints
- Well coordination in each and every and every orders.
- Having the responsibilities to coordinate the delivery team and their timings as per the needs of the customer.

ROANUZ

Data collecting Manager cum Clerk

- Basic Book Keeping and reporting.
- Creating and maintaining reports of Team Activities.
- Updating the live score and full match updates.
- Troubleshooting problems raised by clients.
- Evaluating the complete match before submitting
- Preferring team coordination in the match updating.
- Proper watching the live match and updating the same statistics as per the match.
- Creating the squad and tournaments in our respective applications which are usually used.
- Recording all the data's in our application also counting in excel for my personal reference.

LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

Daily TASK:

- ✓ Book keeping and financial reporting.
- ✓ Payroll Management.
- ✓ Undertaking Cash related functions.
- ✓ Maintaining files and Control Logs
- ✓ Developing and Implementing Internal reports.