



# ABHIJITH R NAIR

## Mechanical Design Engineering Consultant



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## EDUCATION

### B-tech Mechanical

Ponnaiyah Ramajayam Institute of Science and Technology, Thanjavur  
2020 - 2024

CGPA: 6.69

### 12TH

Chinmaya Vidhyalaya  
Senior School Certificate Examination  
2019

Percentage : 55%

### SSLC

Chinmaya Vidhyalaya  
Senior School Examination

2017

## SKILLS

- Effective communication
- Collaboration
- Timelines
- Project Design
- Performance Tuning
- Team Work
- Critical Thinking
- Communication
- Operation Management
- Management

## LANGUAGE

- English
- Hindi
- Tamil
- Malayalam

## PROFILE

Dynamic Mechanical Engineer with over a year of experience, excelling in construction and service projects that emphasize mechanical engineering principles. Demonstrated proficiency in project execution and critical thinking, ensuring compliance with safety regulations while delivering quality outcomes. Expertise in fostering collaboration among teams to tackle complex challenges with innovative solutions. Committed to enhancing customer relationships and system management by producing comprehensive technical documentation. Eager to apply these skills and insights to drive impactful engineering initiatives in future roles.

## WORK EXPERIENCE

### Cloudsubset Technologies

2024 - Till Present

#### Office Administrator

- Managed day-to-day office operations, ensuring smooth workflow, organized scheduling, and efficient support for all departments.
- Coordinated communication between departments, vendors, and clients to maintain timely and professional correspondence.
- Maintained records and managed databases, including employee files, invoices, and internal documentation, using tools like MS Office and Google Workspace.
- Assisted HR with recruitment activities, onboarding, and employee engagement initiatives.
- Handled procurement of office supplies, inventory tracking, and liaising with service providers for maintenance and logistics.
- Oversaw calendar management and travel arrangements for senior staff and organized internal meetings and events.
- Ensured adherence to company policies and compliance requirements, contributing to a productive and organized office culture.

### COURSES : Autocad at CADD international

July 2023 - August 2023

### PASSPORT DETAILS

Passport Number- U4573279

Date of Issue - 20/07/2020

Date of Expiry - 19/07/2030