03/2019 to 10/2021

**Admin Assistant.**

**(Cleanco Trading Importing & Services LLC., Habshan, Abu Dhabi , UAE) (Project: Adnoc Gas Processing**)

* Doing administrative and clerical tasks. Maintaining folders on servers.
* Prepare employees monthly time sheet and Document control.
* Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.
* Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).
* Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
* Preparing and editing letters, reports, memos, and emails.
* Running errands to the post office or supply store.
* Arranging meetings, appointments, and executive travel.
* Answering phone calls and taking messages.
* Maintaining folders on servers.
* Recording meeting minutes.
* Liaising with teams and unit.

04/2017 to 02/2018

**Sales Executive**

**Airtel.** **(kochi)**

* Collaborate within teams to achieve better results.
* Take feedback from customers and share it with support teams.
* Working towards achieving the sales target.
* Develop a detailed understanding of the features and benefits of the product/ service.

08/2016 to02/2017

**Bismi. (kochi)**

* Prospecting leads and contacting them to pitch the product/ service.
* Setting up meetings with the prospective clients.
* Presenting product/ service demonstrations to the client.
* Negotiating contracts to arrive at the best deal for the client and organization both.
* Develop a detailed understanding of the features and benefits of the product/ service.

07/2018 to 12/2018

### Experience

11/2021 to 09/2022

**DOCUMENT CONTROLLER. (Cleanco Trading Importing & Services LLC., Habshan, Abu Dhabi , UAE) (Project: Adnoc Gas Processing)**

* Develop and maintain document control processes for the efficient management and recording all documents.
* Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Man- agement System
* Develop Photocopies / Binding and transmitting of documents as part of client’s submission
* Assist with the general project administration
* Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue’s relating to documentation
* To maintain a safe and secured working environment within Document Control
* Maintain a list of office furniture and equipment together with a list of site offices work station equipment, and monitor them
* Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions.
* Assists in preparing a “mock up” for operations manuals (e.g., develops the index, binders, dividers, etc., and en- sures timely printing and assembly) and/or job data books (pulls drawings and documents, develops index, cover sheet, dividers, etc., ensures timely reproduction and assembly)
* Assist in the preparation of the minutes of meetings with the project managers and directors
* Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager.
* Documents from the client and subcontractors

### Highlights

* Active Learner
* Time Management
* Cost management
* Relationship Management
* Effective Coordination
* Communication Skill
* Customer Relationship
* Team Leadership
* Interpersonal skill
* Administrative skill
* Problem Solving skill

04/2017 to 02/2018

**Sales Executive**

**Airtel.** **(kochi)**

* Collaborate within teams to achieve better results.
* Take feedback from customers and share it with support teams.
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* Develop a detailed understanding of the features and benefits of the product/ service.

### Languages

* English
* Malayalam
* Hindi
* Tamil

### Personal Profile

Father’s Name : Lakshmanan P.P

Date of Birth : 03/02/ 1995

Gender : Female

Marital Status : Married

Nationality : Indian  
Pass port No : T3463677

02/2016 to 07/2016

**Junior Network Administrator Intern.**

**(Soften Technology, Kochi )**

* Major responsibilities included monitoring, implementing and configuring network devices and troubleshooting network related problems.
* Fully support, configure, maintain and upgrade corporate customer’s networks and in house servers.
* Install and integrate new server hardware and applications.
* Keep an eye out for needed updates.
* Support and administer third-party applications.
* Ensure network security and connectivity.
* Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses.
* Set up user accounts, permissions and passwords.
* Resolve problems reported by end user.
* Define network policies and procedures.
* Specify system requirements and design solutions.
* Research and make recommendations on server system administration.
* Ensured that the LAN is operational and available to users at all times not including maintenance period.
* Troubleshoot and generating Cisco Routing protocols and Switch Configurations.
* Provided technical support to computer system users on reported issues and service requests.
* Maintained network security standards and escalation of situations requiring urgent attention.
* Created and maintained documentation relating to network configurations, network diagrams, LAN hardware and version records.
* Designed, installed and supported the installation and configuration of office-wide LAN to replace aging dumb terminal system with Windows 2000 networking technologies to include Active Directory and Exchange 2000 for 100+.
* Oversaw network and equipment upgrades to include IOS, image upgrades, and configuration changes.
* Configured and supported multiple remote site installations of Windows 2000 operating system.
* Provided customer service for various clients to include billing and network related issues.
* Provided third level support for internal computer problems.

### Academic project

**Project Name:**  **Detection of cloud intrusion and response.**

* The primary aim of this project is the NICE framework with the cloud and the network controller initiates countermeasure action by re-configured virtual or physical OFSs.

### Academic Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **SL.NO** | **COURSE** | **UNIVERSITY/INSTITUTE** | **YEAR** |
| 1 | AWS-Cloud | Bsoft Eduction | 2023 |
| 2 | Networking  CCNA/MCSE | Soften Technology | 2016 |
| 3 | B.E Computer Science and Engineering | Anna University - Chennai | 2015 |
| 4 | VHSC | Board of Vocational Higher secondary Kerala | 2011 |
| 4 | THSLC | Board of Technical Higher secondary Kerala | 2009 |

**Declaration**

I, Ujwal Mohan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Career Objective**  To seeking a challenging career in a fast placed organisation where my education and experience commensurate together with my creative approach which can contribute to its long and thereby helping to strengthen my professional skills which I acquired throughout my career.

### Technical Knowledge

**AMAZON WEB SERVICE**

* Amazon cloud services like IAM, S3, VPC, EC2, Cloud Watch, Cloud Trail, Cloud Front, ELB, AWS Auto Scaling, EBS, EFS, SNS, SES, SQS, KMS, RDS, Security groups, Lambda, Route53, Tag Editor and more.
* Configuring and managing of IAM users, groups, policies and roles.
* Launching and configuring EC2 instances using AMIs (Linux).
* Creating and configuring VPC, subnets, route tables, internet gateway, NAT gateway.
* Monitoring and configuring health checks for instances and creating alarms in
* cloudwatch and configuring with SNS to get instant notification.
* Created and configured Elastic Load Balancers and Auto Scaling Groups to

distribute the traffic.

* Created snapshots to take backups of the volume and images to store launch configurations of the ec2 instances.
* Configuring of EBS volumes, EFS, Snapshots, AMIs for EC2 Instances.
* Configuration of S3 buckets and managing policies based on requirement.
* Experience in S3 versioning, lifecycle policies, Server access logging on S3 buckets.
* Used various services like Security groups, Internet gateways and Route tables to ensure a secure zone for organization in AWS.
* Attached EFS Volume to multiple EC2 instances to enable shared storage.
* Creating and managing DNS records on Amazon Route 53.
* Installing and setup webserver (Apache) on Linux.

### Linux Knowledge

* Managing infrastructure of client both Windows and Linux
* Setting file permissions, package management and disk management.
* Creation of files and directories and management of file systems (ext3/4).
* Assigning access permissions for files and directories to users and group.
* Installing and managing Web Server(Apache).
* Installation of packages using YUM (HTTP, HTTPS)
* Monitoring system Performance of Disk utilization and CPU utilization

### Highlights.

### DevOps : Docker , Terraform, GitHub , Kubernets , Ansible

### Languages : Basics of C, C++, JAVA, CSS, .NET, PHP, Python , Linux, Shell Scripting

* Cloud Technologies : AWS (Amazon Web Services)
* Networking : Basics of

Networking, IP Addressing,

Routing, Switching

* Monitoring tool :

CloudWatch ,Grafana

* Operating System :

Windows, Linux, Mac

* Tools : MS Office-365 , Maximo,

Visual Studio Code ,

### Software Skills