



Rajesh Kumar

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Permanant Address Thara Nivas Perukavu P.O
Trivandrum Kerala India Pin 695573 Current Location.
Muscat Sultanate of Oman

OBJECTIVE

To be a vital member in a team of an organisation to apply my expertise in the fields like IT, Web ,Technical Support, Customer relation, Sales , Marketing and Office Management further enhance my knowledge acquiring with new skills and technologies.

EXPERIENCE

October
2018 -
Till Date

- **Office Manager**
Al Nasr Petroleum Services LLC Muscat Sultanate of Oman
Support Company operations by maintaining office systems and supervising staff.
Assign and monitor clerical ,administrative and secretarial responsibilities and tasks among office staff.

February
2017 -
September
2018

- **Business Development Manager**
JR Agencies Trivandrum Kerala
Looking after the Business development of the company through generating sales,business opportunities, market awareness, marketing strategies and building relation with new clients

August
2011 -
January
2017

- **IT/Web Support**
Castel Technologies Pvt Ltd Technopark Trivandrum Kerala
Edit , modify and enhance textual and graphical content for the website and develop product specific catalogues for websites.

August
2007 -
January
2011

- **Supervisor Technical/ Customer Support**
Asianet Satellite Communications Ltd Trivandrum Kerala
The core team member of ISP support division involved in all internet services related activities such as modem ,router configuration, and physical layer troubleshooting etc. Providing technical support to end users.

EDUCATION

2006

- **Diploma in Computer Engineering**
Government Polytechnic College
First Class

2007

- **Diploma in Computer Hardware and Networking**
Softtech Computers Trivandrum
First Class

2003

- **Plus Two Commerce**
Higher Secondary School
First Class

SKILLS

■ Sales ■ Team Building
■ Problem Solving ■ Decision Making

100%

■ Adobe Photoshop ■ Good knowledge of computer applications like Excel ,Word and Power point

100%

LANGUAGES

- Spoken Languages English,Malayalam & Hindi Very good in reading ,writing & speaking

PERSONAL DETAILS

- Passport Number P1390307
Passport Expiry 03/11/2026
Date of Birth 04/09/1985
Nationality Indian

DRIVING LICENCE

- India
Muscat