

ASWIN K.P

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Location: UAE (Work Visa)   

PROFESSIONAL SUMMARY

Motivated Business & IT Support professional currently working in a UAE transportation company with experience in sales coordination, administration, client communication, billing, and reporting. Strong technical foundation in Microsoft 365 administration, AD basics, networking, and end-user troubleshooting. Seeking roles in Business Administration, IT Support, Sales Coordination or Business Analysis.

CORE COMPETENCIES

Business & Administration: Sales coordination, Client follow-ups, Billing & LPO processing, CRM, Documentation & MIS, Operations support, Vendor communication, Logistics scheduling.

IT Support & Technical: Microsoft 365 admin (users/groups/licenses), Active Directory (basic), Windows 10/11 troubleshooting, Basic networking (DNS/DHCP/TCP-IP/VPN), ITSM tools (ManageEngine/ServiceNow/Freshservice/Jira), Python/HTML/CSS/JS/PHP basics, MySQL/MongoDB, Git, basic PowerShell, printer/scanner troubleshooting.

UAE EXPERIENCE

Business Administrator / Sales Coordinator

Transportation Company, UAE – Present

- Manage daily business operations: quotations, LPOs, invoicing and documentation.
- Coordinate client approvals, follow-ups and maintain CRM records.
- Maintain trip sheets, fuel logs, fleet records; support driver scheduling and operations.
- Prepare weekly/monthly reports and maintain operational databases.
- Assist with basic IT tasks: email setup, user support and minor troubleshooting.

CERTIFICATIONS

- Full Stack Development Internship – Facein Technologies (Mar 2024)
- Full Stack Development Using Python – Facein Technologies
- Diploma in Financial Accounting (Tally + GST + SAP FICO) – Grade A+
- Legrand PowerUp Training – CII & Centum Foundation

EDUCATION

Master of Computer Applications (MCA)

Graduated 2025

Mangalam College of Engineering, Kerala

Bachelor of Computer Applications (BCA)

Graduated 2022

St. George College, Aruvithura

PROJECTS

Canteen Management System (Web) – Order management, inventory control, analytics (PHP, MySQL, JS).

Blind Caretaker (Android) – Mobility and safety assistance app with GPS and emergency features (Android Studio, Java).

LANGUAGES

Malayalam (Native), English (Fluent), Hindi (Intermediate)