CURRICULUM VITAE

MOHAMED JIYATH R

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🎯 CAREER OBJECTIVE

Motivated and detail-oriented AI expert with hands-on experience in system analysis, data management, and web development. Skilled in Python programming, AI applications, and project coordination. Seeking to leverage my technical expertise in artificial intelligence and administrative skills in a dynamic organization..

🎓 EDUCATION

Bachelor of Science (Computer Science)
Bharathidasan University, 2022 – 2025

💼 PROFESSIONAL EXPERIENCE

Manager & Senior Executive
Haashiya Air Travels, Mimisal
📅 2025 – Present

- Oversee daily office operations and ensure smooth workflow across departments.
- Maintain internal servers, troubleshoot technical issues, and ensure uninterrupted service.
- Manage travel bookings, customer service, and order processing efficiently.
- Coordinate with staff to ensure quality service delivery and client satisfaction.
- Supervise and train junior employees, ensuring adherence to company protocols.

Territory Sales Manager
Vidcom Business Solution Pvt Ltd.
📅 2024

- Managed regional sales operations, promoting business solutions and IT services.
- Built strong client relationships and exceeded monthly sales targets.
- Conducted product presentations and negotiated contracts with clients.
- Collaborated with marketing teams to design territory-specific strategies.

Data Entry Specialist
Haashiya CSC & Travels, Mimisal
📅 2024 – 2025

- Managed customer data and travel documentation with high accuracy.
- Performed system updates and database maintenance.

- Supported digital services and client interactions.

Data Entry Operator
Haashiya Common Service Center, Mimisal
▦ 2023 – 2024

- Entered and verified customer and government-related records.
- Assisted with e-governance services and administrative tasks.
- Helped streamline data processing and file organization.

Office Administrator
PSN Engineering College, Tirunelveli
▦ 2015 – 2017

- Maintained academic records and handled student enrollment documentation.
- Coordinated with faculty for event organization and student services.
- Managed office correspondence and daily operations.

💻 PROJECT EXPERIENCE

National Fisheries Digital Platform

- Developed and implemented the system to generate fisher ID cards for individuals, improving accessibility and documentation for fishermen.

Haashiya Air Travels Billing Website

- Created an AI-powered billing system for Haashiya Air Travels, enhancing automation in payment processing and reducing human errors.

Haashiya Air Travels Website Analyzer

- Developed a website analyzer tool for Haashiya Air Travels, streamlining website performance monitoring and optimizing user experience.

🛠 TECHNICAL SKILLS

- **AI Expertise** – Extensive experience in implementing AI applications in various projects, including automation, optimization, and performance monitoring.
- **Data Entry & Documentation** – Accurate and fast data entry, information management.
- **System Administration** – Server maintenance, basic troubleshooting.
- **Microsoft Office Tools** – Proficient in Word, Excel, PowerPoint.
- **Python Programming** – Basic knowledge of Python and system analysis.
- **Graphic Tools** – Basic experience with Photoshop.
- **Travel & Booking Systems** – Experience managing bookings, orders, and customer interactions.

SOFT SKILLS

- **Project & Time Management** – Ability to handle multiple tasks and meet deadlines.
- **Leadership & Team Supervision** – Trained and managed junior staff.
- **Sales & Client Handling** – Regional sales experience, client communication.
- **Communication Skills** – Fluent in English and Tamil, good written and verbal skills.
- **Adaptability** – Worked in different industries: admin, sales, tech support, data services.

📜 CERTIFICATIONS

- **Basic Python Programming**
- **Project Management Fundamentals**
- **MS Office Tools Proficiency**
- **HTML**

👤 PROFILE SUMMARY

I am committed to delivering quality work and continuous improvement. With a strong foundation in administrative functions and technical skills, I am eager to contribute to a tech-driven environment and grow professionally.

DECLARATION

I hereby declare that all the information provided is true and correct to the best of my knowledge.

Place:
Date: **Signature:**
                                                   MOHAMED JIYATH