





# ATHULRAJ CHAKROTH

Chakroth (H)mokavoor Calicut ,673303 

+919633442995 

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## OBJECTIVE

To position myself as an integral part of an organization where there are excellent opportunities to apply My skills, talents,abilities and competencies so as to provide the best to the growth of the organization and also for personal growth



## EXPERIENCE

### Estimator / Designer | CK LIVING CONCEPTS

Dubai, United Arab Emirates

MAY 2019 – JUNE 20, 2021

- Acquired various positions within the company from operations to administration.
- Performs all secretarial and administrative duties to the standards required to ensure the smooth operation of the Administrative office.
- Coordinate with colleagues to ensure an efficient flow of communication to and from the administration office.
- Handle and direct all enquiries to the appropriate person.
- Maintaining proper requisitions and controlling of office supplies
- Ensures all trace file is checked and action on daily basis.
- Connecting telephone call(s) inquiries.
- Responsible for taking dictation, transcribing, typing confidential documentation keeping confidential material confidential.
- Perform all quotation working properly.
- Handle the CNC cutting machine work.



## EDUCATION

### Computer Knowledge

#### CADD CENTER –AUTOCADD, REVIT, 3D MAX

2016 – 2017 Calicut – India

#### INFO TEC – GRAPHIC DESIGNING, MOVIE EDITING, ANIMATION CREATING

2013 – 2014 Calicut – India

### STUDY FROM GHSS KUNDUPARAMBA

2003 – 2013 Calicut – India



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## PERSONAL DATA

|                  |   |                               |
|------------------|---|-------------------------------|
| Citizenship      | : | India                         |
| Sex              | : | Male                          |
| Age              | : | 24 years old                  |
| Date of Birth    | : | September 13, 1998            |
| Civil Status     | : | Single                        |
| Religion         | : | Hindu,Thiyya                  |
| Languages Spoken | : | English,Malayalam,Tamil,Hindi |



## SKILLS & INTEREST

- Proficient in Microsoft Office – Word, PowerPoint, and Excel
- Powerful oral communication skills, particularly in group settings.
- Ability to work with minimal supervision
- Proficient in Photography



## CHARACTER REFERENCE

Available upon request.