



AJITH A N

HR & OFFICE MANAGER

Profile Summary

Dynamic and results-driven professional with over a decade of progressive experience spanning HR & Office Management, Legal Contract Management, and Government Liaison roles. Adept at streamlining office operations, overseeing end-to-end HR functions, and ensuring legal compliance through effective contract drafting, negotiation, and vendor management. Proven ability to lead cross-functional teams, facilitate onboarding and training initiatives, and implement process improvements using advanced Excel and CRM tools. Skilled in coordinating with governmental and regulatory authorities, particularly in infrastructure and telecommunications projects. Known for a solution-oriented mindset, strong interpersonal skills, and a proactive approach to problem-solving in fast-paced environments.

WORK EXPERIENCE

Golden Educational Institute

MAR 2024- PRESENT

Centre LLC Abu Dhabi UAE

HR & Office Manager

- Ensure the office runs efficiently by overseeing administrative functions and supporting staff.
- Maintain office supplies, equipment, and inventory.
- Oversee office maintenance and cleanliness, liaising with service providers when necessary
- Handle phone calls, emails, and correspondence for the office.
- Manage office schedules, including coordinating meetings, conferences, and appointments.
- Provide administrative support to other staff, including executives and team members.
- Assist with onboarding and off boarding employees.
- Maintain employee records and documentation.
- Handle payroll administration and benefits coordination and manage office budgets and expenses.
- Handle billing, invoicing, and other financial tasks related to office operations.
- Track and report on spending, and assist with financial planning when needed with the support of **Excel Pivot table, Lookups & Cformatting**
- Coordinate office projects, such as office relocations or event planning.
- Serve as the point of contact for all office-related issues.
- Foster a positive office culture and ensure effective communication within the team.
- Help resolve conflicts and ensure a harmonious work environment.
- Oversee the implementation and maintenance of office systems and software s like **CRM & CSM tools (MS Office, Excel, word, PPT**
- Ensure office operations comply with health and safety regulations.
- Stay informed on any applicable labor laws and office regulations.

CONTACT

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United Arab Emirates

EDUCATION

2019 KERALA

UNIVERSITY

- LLB
- 2004
- KERALA UNIVERSITY

- BPA
- ### SKILLS

- Legal documentation
- HR Administration
- MIS
- Leadership
- Communication
- Adaptive Team Management
- Data assessment
- Project Training
- Project Planning
- AS/400 Administration

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

UST GLOBAL

APR 2018 – MAR 2024

Attorney

- Handling legal operations and vendor management
- Providing legal support and guidance
- Finding ethical solutions to legal matters
- Conducting Research into Specific Areas of Law
- Keeping Up-to-Date with Changes in the Law
- Review and negotiate contracts, agreements, and other legal documents
- Evaluate new business partnerships with vendors and subcontractors.
- Negotiate deals on behalf of the company.

UST GLOBAL

Oct 2015– June 2017

Sr.HR Executive Training

- Ensure all required documents of new joiners are received, verified and well documented, Relevant copies also shared. Coordinate and facilitate new joiners' inductions with other teams in a standard induction format and ensure all induction sessions are completed as planned. Play an active role in coordinating, facilitating, and contributing in staff engagement activities such as internal events, celebrations, annual retreat, team building, sporting events and so forth.
- Coordinate and Conduct organization wide Technical Communication & Domain Assessment.
- Ability to demonstrate exceptional behavioral qualities such as critical thinking, problem solving, active listening, proactive, and service orientation. Identifies training needs and training gaps in the organization.
- Provides inputs to the Training Strategy and the development of specific training development plans. Collecting feedback for the quality of delivered training sessions by external vendors.
- Evaluates the quality of training and implements improvements.

Aapt Outsourcing Solution Pvt. Ltd

Feb 2014 - Aug 2015

Liaison Officer (ROW)

- Interacting and strategizing with Public Works Department (PWD), National Highway (NH), KSTP, KRFB, KSUDP officials for the approval trenching their roads and laying OFC by OT/HDD/MT method for connecting intra city routes within Kerala as part of 4G project. Ensuring
- Successful Surveying, Estimate and Report by various Departments Representing Company in discussions with varied stakeholders Dispute Resolution while execution of work Risk Mitigation to ensure work is delivered within stipulated time