



# ARJUN ANTONY

## CONTACT

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## PERSONAL DETAILS

Name: Arjun Antony  
DOB: 04-03-1990  
Marital Status: Married  
License: Qatar,Indian  
Address:Ponthekkan House  
Chowannur PO,  
Kunnamkulam,Thrissur.

## SKILLS

- ✓ Time Management
- ✓ Communication Skills
- ✓ Transportation Management
- ✓ Operations Support
- ✓ Problem Solving
- ✓ Multitasking Abilities
- ✓ Teamwork & Collaboration

## SOFTWARE

### MS EXCEL



### MS WORD:



## LANGUAGES

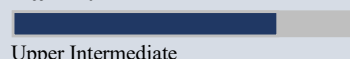
### English:



### Hindi:



### Tamil:



## EXECUTIVE SUMMARY

To work for an organization that provides the possibility of growth within it, and allow the development of the ability and skills in favour of the company's vision and environment.

## WORK HISTORY

### OFFICE ADMINISTRATOR ( 2024 FEB - JUL) MEDIA PRO INTERNATIONAL - QATAR

- Scheduling, calendar management and office supplies management
- Handling office issues and coordinating with different departments
- Event planning and travel arrangement.
- Document management, record keeping, multitasking, time management.

### DRIVING INSTRUCTOR (2020-2024) DPRATHEEKSHA DRIVING ACADEMY -INDIA

- Conducting driving lessons and preparing students for driving tests.
- Assessing student's progress and providing constructive feedback.
- Achievements such as a high pass rate among students, implementing new teaching methods.

### TRANSPORT SUPERVISOR (2014-2020) DANATA - DUBAI INTERNATIONAL AIRPORT - ABU DUBAI

- Maintained compliance with DOT regulations and accurately documented driver qualifications, permits and equipment information.
- Closely monitored operations and performed regular safety audits for adherence to administrative policies and compliance regulations.
- Maintained and verified time, transportation, financial, inventory and personnel records.

### MARKETING EXECUTIVE (2012-2014) DDRC - INDIA

- Implemented key initiatives and activities aligned with brand strategy and brand advocacy.
- Travelled to promote current programs and drive marketing through trade shows and industry conferences.
- Established targets for social media platforms to reflect business objectives.

## ACADEMIC BACKGROUND

### B.COM

Cooperative collage- Kunnamkulam

### Higher Secondary School

Model Boys Govt - Kunnamkulam

### High School

Bethany St.Johns Higher Secondary School - Kunnamkulam

## CERTIFICATIONS

G.E.T MARITIME TRAINING INSTITUTE 27-AUG-2011

MARITIME CATERING 24-JUN-2010

## DECLARATION

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.