Adarsh Rajan

South West Delhi, Delhi, India

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Summary

-More than 1 year of experience in the industry.
-Acquired skill set as an office administrator and UI/UX designer.
-Worked under the guidance of company director for 1 year as an senior executive

Experience

UI/UX

Gazoole

Feb 2020 - Present (4 months +)

Senior Executive

Keventers

Jul 2017 - Jul 2018 (1 year 1 month)

1) Provided administrative support to senior staff including creating proposals and organizing documentation.
2) Creating accounts documentation backup.

Sales Intern

SlashN Infotech pvt. ltd.

Jun 2016 - Aug 2016 (3 months)

Evaluated customer information to explore issues, develop potential solutions and maintain high-quality service. Compiled customer feedback and recommended service delivery improvements to management. Managed customer relations and customer service through daily communication and interaction. Assisted customers with product and service selections.

Education

Jain (Deemed-to-be University)

Master of Science - MS, Information Technology

2018 - 2020

Amity Education Group

BCA

2014 - 2017

Skills

User Interface Design • Office Administration • Microsoft Office • Research • Microsoft Word • Customer Service • Creative Problem Solving • UX Research