



Highly efficient and diligent administrative professional with experience in personnel management. Capable leader with efficient skills in delegating responsibilities, supervising, and evaluating for effective task completion. Strong believer of **CLIQ** – Commitment, Leadership, Integrity, & Quality.

# ARMAAN SALIK J

## Location:

Tiruchirappalli, Tamilnadu, India

## Phone:

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## Linkedin:

[linkedin.com/in/armaan-salik-mba/](https://www.linkedin.com/in/armaan-salik-mba/)

## Skill Highlights

- Adaptability
- Time management
- Delegation of work
- Interpersonal skills
- Problem solving
- Service-focused

## Languages

- English – Fluent
- Tamil – Native
- Hindi – Beginner
- Malayalam - Beginner

## Computer Skills

- MS Word, Excel, PowerPoint, Outlook

## Hobbies

- Travelling

## Professional Experience

- **Assistant Professor** – Jamal Institute of Management, Jamal Mohamed College, Tiruchirappalli, India. January'18 – Present.
- **Administrative Officer** – Jamal Mohamed College of Teacher Education, Tiruchirappalli, India. September'20 – Present.
- **Business Development Executive** – JMJ Interiors LLC, Dubai. UAE. April'17-October'17.

## Education

- **Master of Philosophy – 2022**  
Part Time in Management  
Jamal Mohamed College,  
Bharathidasan University, Tiruchirappalli.
- **Master of Commerce – 2020**  
Distance Education- Bharathidasan University, Tiruchirappalli.
- **Master of Business Administration. – 2016**  
Crescent Business School, Chennai, India.  
B.S.Abdur Rahman University, Chennai, India
- **Bachelor of Commerce (IT) – 2014**  
Dr. G R Damodaran College of Science, Coimbatore, India  
Affiliated to Bharathiar University, Coimbatore, India
- **High School – 2011**  
Khajamian Hr.Sec. School, Trichy, Tamilnadu, India  
Tamil Nadu State Board of Higher Secondary Education.
- **S.S.L.C - 2009**  
Gulf Asian School, Sharjah, UAE.  
C.B.S.E, New Delhi, India

## Internship

- **Indian Overseas Bank**, JMC Branch, Trichy in understanding basics of banking operations (April 2015)
- **Agility E-services Pvt. Ltd**, Hyderabad on Accounts payable and documentation (April – May 2016)