



# Armaan Salik J

## ACADEMICIAN AND ADMINISTRATOR

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.

## Contact

### Phone

+91 93445 81820

### Email

prof.salik@gmail.com

### Location

Tiruchirappalli, Tamilnadu India

## Education

- 2022

### Master of Philosophy

Jamal Mohamed College,  
Bharathidasan University

- 2020

### Master of Commerce

Bharathidasan University

- 2016

### Master of Business Administration

B.S.Abdur Rahman University,  
Chennai

- 2014

### Bachelor of Commerce (IT)

Dr. G R Damodaran College of  
Science, Coimbatore

## Skill Set

- MS Office Suite

## Language

- English
- Tamil
- Malayalam
- Hindi

## Experience

### 2019 - Present

Jamal Mohamed College of Teacher Education | Tiruchirappalli.

#### Administrative Officer

Managed daily administrative operations, supported faculty and students, coordinated schedules, maintained records, and assisted with event planning. Ensured efficient office functioning and handled communications. Highly organized, detail-oriented, and excellent at contributing to a positive educational environment.

### 2018 - Present

Jamal Institute of Management, Jamal Mohamed College | Tiruchirappalli.

#### Assistant Professor

Experienced faculty specializing in Supply Chain Management. Skilled in teaching graduate-level courses, mentoring students, and enhancing student engagement through diverse teaching methods. Dedicated to student success and interdisciplinary collaboration.

### 2017 - 2017

JMJ Interiors LLC | Dubai. UAE

#### Business Development Executive

Successfully identified and pursued new business opportunities, driving sales growth in the interior fit out sector in Dubai. Skilled in developing strategic plans, building strong client relationships, and preparing compelling presentations and proposals to secure new contracts and expand the customer base.

## Internship

● **Indian Overseas Bank, JMC Branch, Trichy** - Understanding Basics of Banking Operations (April 2015)

● **Agility E-services Pvt. Ltd, Hyderabad** - Accounts Payable and Documentation (April - May 2016)