#### **Gulfjobseeker CV No: 915480**

#### **To interview this candidate call: 971505905010**

#### **Or email us back filled up Vacancy Form**

#### [**http://www.gulfjobseeker.com/Free\_Job\_Posting\_Form.doc**](http://www.gulfjobseeker.com/Free_Job_Posting_Form.doc)

#### **NAVEEN. GH**

**Objective: To be awarded the opportunity to contribute my interpersonal, motivation and leadership skills, while learning and developing hands on experience to benefit the team goals and corporate mission. I will be very much interested to work for industries such as Customer service, Marketing, Web Hosting, Business Promotions, Advertising, Secretarial and Administration.**

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| --- | --- | --- | --- | --- | --- | --- |
| A resourceful and straightforward talented person with the ability to take on challenged project, assignments. Highly competent professional who can be trusted with even the most confidential projects. Excels in turning disorganized environments into smooth running operations and overhauling administrative processes to improve accuracy and efficiency. Self-starter and quick learner and always exceed the expectation. More than 3 years’ professional experience in the planning, administration and control of service operations. Excellent analytical, negotiation, project management and customer relationship management skills. PC proficiency with Microsoft Office. Commonsense intelligence with expertise in -

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|  |  |
| Business Management and Administration | ­Regulatory Compliance & Reporting |
| Planning and Research | Administration and Assistance and Customer Service |

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**WORK EXPERIENCE:**

* **PestoKill or EASTCOAST SERVICES (Facilities Management)- Dubai : 21st January 2010 to 21st March 2013(OPERATIONS CO - ORDINATOR)**

**My job involved following tasks:**

* preparing documents to put out tenders for contractors;
* project management and supervising and coordinating work of contractors;
* investigating availability and suitability of options for new premises;
* calculating and comparing costs for required goods or services to achieve maximum value for money;
* planning for future development in line with strategic business objectives;
* managing and leading change to ensure minimum disruption to core activities;
* liaising with tenants of commercial properties;
* directing and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling;
* ensuring the building meets health and safety requirements;
* planning best allocation and utilization of space and resources for new buildings, or re-organising current premises;
* checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
* coordinating and leading one or more teams to cover various areas of responsibility;
* using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
* Responding appropriately to emergencies or urgent issues as they arise.

* **Glow Touch Technologies - Mangalore : 7th July 2008 – 10th January 2010 (TECH.SUPPORT AGENT @ Intl. Call Center)**

**GT gave me an exposure to several processes/Projects of BPO and IT Industry, My job associated with the following:**

**Software Development -**

* Calling Prospective US based Clients enquiring about their Software requirements.
* Briefing the Sales team and Project Managers about the needs and issues of the Client.
* Following up the Client throughout the Project.

**Elan IT Recruitment –**

* Calling & Interviewing IT experts based in Europe for the requirements of IT giants.
* Pre-Screening the Candidates for further rounds of Interview by the main client.
* Transcribing the Summary of the call for the assessment of the main client.
* Being assessed by the main client about the quality of Calls and Recruiter’s notes on Weekly basis.

**Endurance International - Web Hosting**

* Providing Email/Voice/Chat based Web Hosting services to 8 million Customers across the Globe.
* Assisting the Customers in Registering/Transferring Domains online.
* Educating the Customers about new Products, Offers & Services.
* At times of Technical issues on Websites, conducting primary investigation online and updating the Engineers/Fraud/Sales/NOC team for further action.
* **Padmashree Motors Karkala : 7 May 2007 to 24 June 2008 (FLEET MANAGER)**

**A Transport Company made me shoulder responsibilities such as:**

* Managing the team of 20 Transport agents, as a Fleet Manager.
* Looking after the Workshop expenses of the Vehicles.
* Applying Time Management on a Chain rule over Local & Town Schedules/Routes of the Buses.

#### **ACADEMIC PROFILE:**

* **Pre University Degree\_** (History, Economics & Political Science)

Year of Passing : 2003-2004

**Nationality : Indain**

**Contact : naveenghgh@gmail.com**

**Cell : 0552068131**

**My last salary was AED 2500/- & currently I am expecting AED 4000/- .**

**\*Currently I am on Visit Visa and Visa will expire on 30th June 2013.**