**Gulfjobseeker.com CV No: 1320468**

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**cvdatabase[@]gulfjobseeker.com**

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**Objective-**

**To perform to the best of my potential for efficient output**

**PROFILE**

* Experienced in Supervisory levels in Construction, Warehousing and Health Sectors, Performing administration skills.
* Adapting to emerging trends, addressing industry requirements to achieve organizational objectives & profitability norms.
* An enterprising leader with strong analytical, problem solving & organisational abilities.

**AREAS OF EXPERTISE**

**Client Relationship Management**

* Ensure continuous interaction with the customer to make sure that areas of concerns can be worked upon for improved service levels.
* Provide customer service in order to increase client satisfaction.
* Monitor client relationship and program performance to meet and exceed client goals.

**PERSONAL DETAILS**

Date of Birth : 24th Sep 1987

Gender : Male

Nationality : Indian

Marital status : Married

Languages Known : English, Hindi, Malayalam, Tamil

Driver’s Licence : Valid Indian Driving Licence

**ORGANISATIONAL EXPERIENCE**

**From 2012 Nov – July 2014 Paragon Shipping & Logistics Qatar Logistics Supervisor**

Key Role: Preparation of all site documentation for INSO Spa(medical equipment contractor) for SMRC project.

: Logistics and warehousing of medical equipments for the project

: Mobilisation of equipments

: Handling equipments and labours hiring.

Ref: Mr Pier Paolo Pellacchi (Project Manager)

+974-55137342

**2010 - 2011 Western Ghats Resorts Marketing Executive (from Sep 2010 – Dec 2011)**

Key Role: Conducting package corporate tours, Family trips & events.

: Marketing & operation

**2010 EEE International Event Management – Director of Events (from July - Aug 2010)**

***Key Role***: Organising Government events.

: Event Management

: Business Exhibitions, promotions, Advertisements, Product launching etc

**2008-2010 Dr Moopens Health Care Services Qatar Unit in Charge**

***Key Role***: managing and operating day to day operations

Assigning staff duty and day to day accounts

Overall management of staffs

**2007-2008 Panceltica Qatar Logistics Assistant (Dec 2007-march 2008)**

***Key Role***: Managing and coordinating the overall activities at Barwa Housing Project

: Store keeping and warehouse accounts

: Coordination of overall day- to- day activities of staffs

**2007 Reliance communication, India Team Leader (March 2007-Dec 2007)**

***Key Role***: Driving Sales, Business Development, Channel Management, Marketing operations.

*Significant Contributions*

* Led, mentored and monitored the team of 15nos.
* Generated business worth **Rs 25, 00,000 INR.**
* Conducted a Mega Lucky Draw Activity with 2000.00 INR and collected nearly 10,000 leads and through this lead made a business of 14, 00,000 and recruited 125-150 part time agents to work for sales.

Ref: Ashok M (Post-paid cluster head)

**2006-2007 Karama Hotel Dubai Front Office Assistant (Aug 2006-Feb 2007)**

***Key Role***: Telephone systems, flights, car rental and along with Petty Cash handling.

**EDUCATIONAL QUALIFICATION**

**Secondary School Leaving S.S.L.C (Class X)**

(Government of Kerala, Secondary School leaving Certificate Examination - 2003)

Calicut

**Higher Secondary (Plus 2)**

(Government of Kerala, Board of Higher Secondary Examination - 2005)

Calicut

**Graduation**

Pursuing BBA (Final Year)

MS University. Proposed Graduate in Aug 2015

***TECHNICAL SKILLS:***

**Diploma in Hotel Management and Catering Technology**

(Academy for Management Studies - 2006)

Probation completed with **Taj group of hotels**

***COMPUTER SKILLS;***

MS Office, VB, HTML, Internet

(Nextech Computer Education)