

**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:259189**

E-mail: gulfjobseeker@gmail.com

**Career Objective:** Qualified Management professional seeking responsible assignment in areas of Office Management, Administration, or Customer Service.

**Professional Qualification:**

1993-95P.G.D.B.A (M.B.A) from S.C.M.S KalamasserryIndia.

1990-93 B.A Calicut University, India.

**Professional Experience:**

**Manager-Business Administration**

**Day Mart, Bangalore, India**

**Duration:23 Dec 2012-31 Dec 2015.**

This Company is involved in retail business of FMCG. They are the dealers of Big Basket chain of online supermarkets.

Reporting to Director - Operations.

**Responsibilities:**

* Leading a team to achieve the target.
* Co-ordination of Stock, Finance, Purchasing, Sales and Marketing activities.
* Prepare activity reports.
* Setting and developing marketing and pricing strategies and objectives.
* Monitoring and analysing the staff perfomance.
* Dealing with Customer complaints and Service.

**Guest Lecturer in Business Management**

**Govt. Residential Women's Polytechnic College- India**

**Duration: Nov 2000-March 2012**

Reporting to Head of Section.

**Responsibilities:**

* Lecturing on Business Subjects like Principles of Management, HRM, Marketing Management etc.,
* Counselling and guiding the students for project work and seminar;
* Curriculum Preparation.

**Sr. Customer Service Executive.**

**Comtech Systems –India**

**Duration: Dec 1998- May 2000**

**Responsibilities**:

* Service to Godrej GE customers,
* exposure to call centre and service centre operations.

**Sr. Customer Service Executive.**

**Kalatmak Builders- India**

**Duration: Feb 1997-Nov. 1997.**

**Responsibilities**:

* Problem solving.
* Project coordination.
* CRM for 42 Customers owning multi floor apartment project.

 **Sales Executive**

**Sterling Tree Magnum (India) Ltd.**

Duration: Oct 1995-Nov 1996

**Personal Information:**

Nationality : Indian

Date of Birth : 31 May 1973

Visa Status : Long term visit visa in U.A.E

Languages known : English, Hindi, Malayalam.