**Vickram**

**Total Experience:**

16+ Years

DOB 04 Jan 1976

**Add: Opp to Sharjah City Center. Sharjah, U.A.E**

**E-mail Id:**

[Vickram.268935@2freemail.com](mailto:Vickram.268935@2freemail.com)

**Date of Birth:**

**04 Jan 1976**

**Professional Qualification & Development:**

**Bachelor of Business Administration.** University of Madras. **Post Graduate Diploma in Computer Application** – BDPS, Chennai. **Sales Skills Course** in **Dubai, U.A.E** - **Spearhead Training.**

**Effective Team Work Course** in **Dubai, U.A.E** - **Knowledge Village.**

**HTML & Web Page Designing** –

Tamil Nadu Advanced Technical

Training Institute, Chennai.

**Desk Top Publishing** -

Shramik Vidyapeeth, Chennai.

**(MBA) (Operations) – University of Madras (Studying)**

**Areas of Expertise:**

Co-ordination, Administration, Branch Expansion & Purchase.

**Preferences:**

**Location:**

**Positions:**  Manager/Sr. Executive.

**OBJECTIVE:**

Seeking a management position in Administration (or) Coordination Job.

**HIGHLIGHTS OF EXPERIENCE:**

* **Having total experience of 10 + years in Customer Relationship Management and Systems.**
* **Having over 4+ years of experience in Administration & HR.**
* **Having over 4+ years of rich experience in Client Handling.**
* In-depth knowledge on handling **Printing jobs of Daily News Paper, Magazine, School books, Tabloids & all Commercial jobs.**
* Having 1+ year of experience in Purchase & Stores as Purchase Manager
* In-depth working knowledge on Vendor Handling, Finding New vendors, Managing Purchase based on Budget, Budget Management, Handling a team.
* Exposure to on line system working environment in **Shuttle worth – UK Printing software.**

**KEY FUNCTIONAL AREAS:**

* A complete Coordination between Customer and Production.
* Coordination with Customer
* Coordination with other regions
* Coordination with Employees
* Coordination with Process Department
* Coordination with Production Department
* Coordination with Special Operations
* Coordination with Finishing & Packing Department
* Coordination with Logistics Department
* Coordination with Accounts Department.
* Proficiency in handling News Papers , Tabloids, Magazine and all kinds of Commercial Jobs.
* Handled more than 13 Local & International Newspaper clients,
* Malayalam Manorama – Dubai, Abdabi, Oman Edition Printed at AGPPH
* Gulf Madiyamam – Gulf Edition / Siraj News – Gulf Edition
* Eqtisadiya – Dubai Edition
* Ashraq Al Awsat - Dubai Edition/ Akbar el yom – Dubai Edition
* Deepika – Gulf Edition
* Chandrika – Gulf Edition
* UK Times- Gulf Edition
* Al-Ain Times – Tabloid – Al-Ain Edition etc…..
* Handled Magazines, Al-Sada , Var Meea, Telephone Directories Etc…

**SKILL Set:**

**Managerial:**

**A complete co-ordination between client and production in all the stages.**

**Client & Production Co-ordination : -** Collection of Specifications and implementation in production as per client requirement. Getting approval from client, Convincing client as per our production schedule, Close production follow-ups for client jobs. Handling Un predicted delayed delivery schedule, Payment follow-ups with Clients.

**Functional:**

**Production Follow ups :-** Before start the job check Material availability, Co-ordinate with stores people to arranging of material, getting job approval from client, production schedule as per job accepted delivery date & urgency of job, job per-press follow-ups, production follow-ups. post-press follow-ups, delivery follow-ups in logistics.

**Personality Traits Strength**

-Strong analytical and problem solving skills. -Ability to handle pressure.  
-Possess strong commitment and leadership. -Ability to handle a team.  
-Follow high moral values and professional ethics.  -Hardworking.  
-Efficient in multitasking and goal oriented. -Optimistic.

-Good communication skills.

**PROFESSIONAL EXPERIENCE**

**M/s. Al Mahir Silk Screen |Sharjah (UAE)| Since Aug 2015**

**HR. & Admin :**

Handling HR, Administration, Purchase & Imports –Shipping , Reporting to MD. And Heading Office activities.

**M/s. Andhra Lee Club |Chennai| Since Dec 2014**

**Magazine Manager :**

Heading the Magazine Department, Create an ALC Tourism Magazine & Taking care of all printing requirements.

**M/s. Sri Vari Business Consultants India Pvt. Ltd. |Chennai| Jan 2013**

**Recovery & Resolution - Enforcement : Corporate Admin Manager**

NPA Recovery & Sarfaesi Work was doing for all nationalized banks. , Education loan, Personal Loan, Housing Loan, Business loan and all kinds of Agricultural & Industrial loans. Coordination with all Regions in Tamil Nadu & Karnataka. Monitor daily Attendance, Accounts, Performance Report etc… . Business sourcing, Coordination with Bank Sr. Officials and handled challenging & Critical cases.

**M/s. Muthoot Finance Ltd. & M/s. Muthoot Securities Ltd. |Chennai|2011 – 2012**

**Muthoot Finance Ltd. : Asst. Manager Operations & Branch Expansion Manager**

Identifying areas which is having good business potential and identify the building as per company specification and terms and conditions. Convincing land lords to company specification. Preparing proposal for identified building and getting approval from Regional Manager & Corporate office. Coordinating with landlord to enter in to lease agreement. Coordinate with Civil Engineer to make sure the branch is ready for opening. Coordinate with marketing people to make an arrangement for opening a new branch. Coordinate with Regional manager and Managers (Chennai North R.O.) to fix a Branch opening date. Open a new branch in a good potential Centre.

**Muthoot Securities Ltd. : Regional Sales Coordinator for Chennai Region**

Coordinate with Regional Manager’s and Branch managers of Muthoot Finance to Open DEMAT Account and TRADING Account for Muthoot Finance Bond Customers. Educating Executive Staffs by Conducting training programs. Convincing customers to open a account. Providing a complete support to all the branches to generate business. Monitoring Branch Performance and guide non perform branches.

**M/s. Saraswathi Institute of Medical Science |Happur UP. (Near Delhi) |2009 – 2010**

**Purchase Manager:**

Purchase & Stores Handling of all the material, Budget Management, Material Price Negotiation, Handling Vendors, Making Purchase schedule, On time purchase, Effective Manpower utilization, Motivating employees to get their full effort work, Handling a Team, Handled stores.

**Other Achievements** : **As per Vice Chairman instruction, streamlined other departments to solve Problem**

**for business smooth running.**

**M/s. Al Ghurair Printing & Publishing House LLC., | Dubai, U.A.E. | 2005 – 2009**

**Account Executive in Client Co-ordination – Sales & Marketing:**

**Handled International Client Account, Co-ordination between Client & Production,** Job follow-ups in Stores availability of materials, Pre-Press, Process, Production, Post-Press and Logistics, Handled Different kinds of Commercial Jobs, School Books, Telephone Directories, Magazines, Newspapers & Tabloids.

**Commercial Jobs :-** Brochures, Credit Card Applications, different kinds of bank application forms, Leaflets, Folders, Folder Inserts, Envelopes, Business Cards, Costars, Invitation cards, Greeting Cards, Wall Calendars, Desktop Calendars, Desktop Planner, Wobblers, Tags, NCR Pads, Note Pads, Posters & Danglers.

**M/s. Graphics Imagers | Chennai | Year 2001 to 2004**

**Co-coordination & Administration Executive:**

Co- ordinate with clients to satisfy their printing requirement & Designing Jobs.

**M/s. Bee Vee Graphics Ltd. | Chennai | Year 2000**

**Personalization job In charge:**

**Personalization & MICR Printing of Citi Bank Documents,** Deputed to CACTUS IMAGING INDIA (M.N.C) where I did a project for Work Automation in Ms-Excel this project Contains Full of linked Cells. Created by Formulas.

Area of Coordination work : Handled in **Printing Industry**

**M/s. Al Ghurair Printing and Publishing House LLC. Dubai :-**

**Coordinated for printing of Daily Newspapers : - Malayalam Manorama, Gulf Madyamam, Siraj News, Chandrika, Depika, Ashraq Al Awsat, Eqtisadiya, Akbar el yom, UK Times, handled More than 13 International Daily Newspapers, Malayalam, Arabic, English & Weekly Tabloids.**

Job Coordination In Pre-Press : Designing, Processing, CTP Plate Making,

Job Coordination In Production : Sheet Fed Machines & Web Machines - Perfect Binding, Saddle Stitching, Spiral Binding, Full UV, Spot UV, Embossing, Deposing, Die Cutting, Gold Foiling, Silver Foiling, Creasing, Folding, Gathering, Zig Zac Folding, Trimming, Packing

Bank Jobs :- Handled all kinds of bank jobs, HSBC Bank – Dubai & Qatar, Mashreq Bank, RAK Bank, Dubai Islamic Bank, etc..

**Commercial Jobs coordination for printing of :-** Magazine, Brochures, Credit Card Applications, different kinds of bank application forms, Leaflets, Folders, Folder Inserts, Envelopes, Business Cards, Costars, Invitation cards, Greeting Cards, Wall Calendars, Desktop Calendars, Desktop Planner, Wobblers, Tags, NCR Pads, Note Pads, Posters, Danglers,

**Handled All kinds of Hotel Printing Jobs for Inter Continental Hotel & Crown Plaza,**

**Advertising Agency Jobs :** - Handled Qatar Airways Menu cards more than 23 kinds of cover contains 324 different kinds of texts, qty. in millions and all kinds of different commercial jobs we printed for Advertising agency from Qatar, Bahrain, Yemen, Saudi Arabia, Kuwait, UK & Kenya and for all GCC country.

***Expecting an opportunity to be a part of your esteemed organization.***