  
**JITHIN**

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**Career Summary**

A result oriented professional with immense experience in various organizations; improving efficiency of operations; contributed to firm growth by executing business strategies using strong decision making abilities and to manage multiple projects.

***Areas of impact and contribution include***

Project Team Leadership | Business Strategic Planning | Project Management and forecasting  
Business Establishment | Project Quality Management | Leadership Development & Managing Employees | Recruiting & Training l Presentation Skills l Stakeholder & Client Management

* Strong Background in Data Analysis, Quality Checking & MIS Reporting.
* Knowledge in Microsoft Office tools
* Experienced in project management engaging internal and external stakeholders and related operational tasks.

**Core Competencies:**

* Excellent people manager – Persuader, Influencer, Leader, Negotiator and Delegator.
* Team work – Effectively communicates to delegate responsibilities using interpersonal skills.
* Accuracy and punctuality – Precise with details and facts.

**Objective Statement** – Worked in an organization that offers professional development and interesting managerial challenges in the area of business operations management. Played a supporting role in the initial Business Establishment of an Organization.

**Professional Experience**

**CECIL General Trading LLC, Business Bay, Dubai UAE**

**Administrative assistant ……………………………………………. Feb 2016 – Jul 2016**

* Create and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, budgetary and personnel requirements; implementing changes in the organization.
* Provide information and details for the inquiries for the organization in all terms of administration
* Maintain supplies inventory, checking stocks, anticipating the needed supplies to the concern departments and verifying the receipts of buying.
* Maintains professional and technical knowledge by attending workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Maintain customer service orientation in dynamic setting with frequent interruptions
* Produce and Manage Internal Reports for Sales and Marketing Division and communicate to higher management.

**Blueberries Procurement LLC, Al Quoz, Dubai UAE**

**Procurement/Sales Coordinator……………………………………………. Sept 2014 – Oct 2015**

* Responsible for all the Coordination of sales team with clients and managing the sales
* Maintain the CRM system for the organization in providing all details to client servicing.
* Tracking and managing the sales orders and creating productive reports for the organization.
* Monitoring the CRM for the sales developed and provide timely reports.
* Managing and implementing new sales and marketing policies for sales.
* Implementing marketing strategy, current market trends and research, analysis and evaluation, continuing with new proposals and changes.
* Planning meetings and trade shows by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists.

**Arab/Model Stationery LLC, Deira, Dubai, UAE**

**Admin Assistant……………………………………………. July 2012- May 2014**

* Responsible for building up a close relationship with various clients or vendors and people management in new proposals thereby support in business establishment.
* Responsible for screening calls, Managing Work Calendars, meeting and event management for sales, preparing reports, financial data as required.
* Participating in the sales process by identifying business developmental potential.
* Implement new strategy in markets research and trend analysis to provide customers clarity on enquiries. Directing the sales team in acquiring new clients with high potential and provide them the necessary documentations.
* Coordinating in submitting various reports, proposals, presentations and tracking the same for the organization.
* Troubleshooting minor technical problems, maintains the database, and providing liaison between travelling marketing staff and office.

**Williams Lea India Pvt Ltd, Cochin, Kerala, India.**

**Assistant Client Manager (Operations)……….……………………………………..Feb 2011-Apr 2012**

* Project/Process management in all terms of production, quality and client management.
* Forecasting project growth, and ensure project service targets are met in set SLA’s and OLA’s.
* Responsible for new strategy development and planning within the operational team.
* Strategy development and planning for the upcoming process variables.
* Dealing with the offshore team in recognizing and acquiring new team projects terms, undergoing training and tests to improve the overall project levels.
* Planning and projecting the Team targets in weekly and monthly meetings with client both internal and external.
* Developing and managing process management plans within the team to ensure project objectives are met with regards to clients.
* Work with internal and external stakeholders to develop process reports for future growth and progress.
* Effectively develop project growth data and information for the higher management team for acquiring new ventures.
* Maintain the code of conduct in all terms for the project team.

**REVENUE MED INDIA PVT LTD, Kerala, India**

**Senior Team leader…………………………………………………………………………. Oct 2006-Feb 2011**

* Revenue Data Analysis and validation process in terms of Revenue system management.
* Managing multiple teams in the department and set targets based on the service level agreement.
* Forecast the work progress in terms of both quality and quantity with reports generated.
* Produce various operational reports for the operations team for developing the projects.
* Frequent online meetings with Operations, Atlanta (USA) to test, track and monitor data for quality, integrity and trend analysis. Conduct training to the team as required.
* Communicate overall status of projects and provide simultaneous reports to management & Clients.
* Ensure the project detailing is addressed to the team and help in their overall growth.
* Discussion with team members in reviewing feedbacks from clients to consistently produce error – free output; concerned with maintaining high standards of accuracy and quality.
* Effectively maintain a steady progress peak in the team.

**Educational Qualifications:**

* Master of Science(MSc) from Bharathiyar University with First Class – 2004 to 2006
* Bachelor of Science (BSc) from University of Kerala, with First Class – 2001 to 2004

**Personal Details:**

Date of Birth : 1984, MAY 08

Marital Status : Married

Nationality : Indian

**Declaration:**

I hereby declare that the above-mentioned statements are true to the best of my knowledge and belief.