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| **NAVEEN.N – CV No 2009658**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

**NAVEEN.N**

**SUMMARY**

Upbeat, success-driven HR and administration professional with additional experience in sales and marketing. Strong track records of strategic and operational management of employees targeted at achieving business objectives. Expertise encompasses operational services, performance management, administration, employee relations, sales and site coordination with **valid** **Qatar driving license**.

**CORE COMPETENCIES**

Achievement motivated Performance Review

High emotional adaptability Strong interpersonal skills

Dedicated team player Results-oriented Coordinating and Convincing Very communicative

Self-directed

Time management

**ACCOMLISHMENTS**.

* Coordinated in HR, Administration and Sales.
* Initiated and coordinated with various site.
* Managed and maintained more efficient filing system and employees database.
* Successfully planned and executed corporate meetings and activities.
* Vast working knowledge with EPICOR and ERP system.

**WORK EXPERIENCE**

1. **Worked as**

**Medical Communication Executive / Medical Sales Representative / Sales Executive**

**ROLES HANDLED**

* Analyzing and identifying of new and potential customers.
* Coordination with various distributers
* Reporting and closing sales.
* Convincing.
* Market analysis.
* Identifying competitors.
* Arranging and Scheduling of meetings.
* Scientific analysis.
* Market monitoring.
* Reviewing sales performance.

1. **Worked with Madina Group W.L.L, Qatar (Interserve Engineering and Construction, UK)**

**HR and Administrator (November 2012 to November 2015)**

**(3 years Experience with valid Qatar driving license).**

**Doha, Qatar**

**ROLES HANDLED**

* Human Resources Recruitment.
* Human Resources Complaint Handling.
* Administrative Operations.
* Training Assistance and Support.
* Managing Employee Relations.
* Accounting Support.
* Administration activities and Site Coordinating.
* Visa tracking and Recording.
* Conducting Induction and Safety Trainings.
* Resume Assessment and Team Coordinating.
* Manpower Planning and Supplying.
* Scheduling Courses.
* Arranging transportation.
* Attendance Recording.
* Ticketing and ERP updating.
* Designed electronic file systems and maintained electronic and paper files.
* Drafted meeting agendas.

**3. Worked with Saint Gobain SEPR Ltd, Palghat, Kerala**

**HR Supporting Trainee during MBA Project for 5 months**

**ROLES HANDLED**

* Selecting employees through Resume analysis
* Informing candidates for interview
* Arranging, Monitoring and correcting of Entry level written test for candidates
* Recording and Filing

**4. Worked with Paragon Steel Pvt Ltd, Kanjikode, Kerala**

**Trainee** **Sales Coordinator and associate for 3 months**

**EDUCATION**

1. **Dr. Pauls Engineering College, Vannur**

**Master of Business Administration - HR**

**Year: 2012**

**Anna University, Chennai**

**First Class**

1. **Nehru Arts and Science College, Coimbatore**

**Bachelor of Computer Application**

**Year: 2010**

**Bharathiar University**

**First Class**

1. **Govt. Higher Secondary School, Erimayur**

**Commerce**

**Year: 2007**

**First Class**

1. **P.K High School, Mannapra**

**Year: 2005**

**First Class**

**COMPUTER KNOWLEDGE**

* Strong knowledge on working with EPICOR software.
* Strong knowledge on working with ERP software.
* Microsoft Excel and Word.
* Internet usage and mailing.

**EXTRA CURRICULAR ACTIVITIES**

* Active membership in International Chamber of Commerce (ICC)
* Active membership in Madras Management Association (MMA)

**PERSONAL DETAILS:**

Father’s Name : C. Narayanan

Gender : Male.

Date of Birth : 08/03/1989

Marital Status : Single.

Nationality : Indian.

Driving License holding: Qatar Driving License, Indian Driving License

Language Known : English, Hindi, Malayalam and Tamil.

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