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| **Sanjay**  [**Sanjay.336217@2freemail.com**](mailto:Sanjay.336217@2freemail.com) | |  |
| **PERSONAL** | With experience in the diversified domains covering Administration, Procurement and sales department, I am confident to join an organization that can reap benefits from my proven skills and expertise. Ready to accept any challenging job matching my profile. | |
| **EMPLOYMENT** | **Gymcare General Trading, Dubai**  *October 2013 to Jan 2016*   * Work experience in academic Project Management training with knowledge HR Management and Activities level as a part of Academic project work at a Multi-national company in Dubai, UAE. * Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. * A self-motivated individual with a can-do attitude towards tasks and can multi-task and priorities work. * Have done projects relating the cultural difference in multicultural company to handle those employees and help and plan with superiors prior to the changes, a company needs to bring in future with the help of various lectures in Australia. * Analysing qualitative and quantitative research analysis to bring better sales and procurement and delivering quality management. * Assisting with the administration of all new joiners, leavers and secondments. * Managing the HR diary for the team * Responsible for informing external providers personal and personnel changes as and when required. * Assisting with the maintenance and administration of internal records in all HR aspects. * Issue Employment contracts/Contractor Agreements * ensure together with the Internal Training Manager that new employees complete the online new hire orientation program and produce reporting on such as and when requested * Ensure proper implementation and execution of HR programs and initiatives * Involved in procurement as buyer for various department * Developing Logistics and other documents related * Assisting to arrange pickup and shipment of orders from Overseas supplier   And follow up, monitoring the shipment status and informing the  Customers about the delivery schedule   * Arrangements of freight forwarders for the import of shipments from Hoist (US) , Hampton (US), Trek (US), Sports art(Taiwan), Tapout, Venom(China, Taiwan) and more at a competitive prices and quality logistics services * Follow up with shipping agents for customs clearance and transportation to warehouse. * Ability to prove more over my limits when guided separately and treating once company as our own to work harder. * From procurement to delivery and installation of products to concern party. * Eligible to work in any working condition and promising to work at my best to suit for the betterment of the company * Also, involved in Sales being the ASST in charge of fitness division for sales and marketing and representing company in meetings.   **PREVIOUS EXPERIENCE**    Gymcare General trading  ASST to manager HR and projects (ADMIN) and ASST Buyer – 2014 to 2016 Various roles at a time. Working with CEO and Admin Senior Manager    Executive and ASST sales in charge 2013-2015  Also, involved in procurement division for apparels and company’s purchases working close with Manager.    GYMCARE GENERAL TRADING  Distributors of sports, fitness of top brands (Disney, Marvel, TREK, Hoist and more)    Part of university - projects and internship (2 months -3 months)  Assisting HR management (2012)  ASST Sales – 2011 (intern) | |
| **EDUCATION** | **Sydney Business School, Australia**  Masters in International Business  Quality in management  *Nov 2016*  Project: Business development and Go Global for Itree Software company, Wollongong, Australia.  Business research – Gymcare (university of Wollongong, Dubai)    **Bharthiyaar University, India**  Bachelor of Business Management with Computer Application.  *April 2013*  Focus on Business theories and its impact on the world  **CKM NSS Higher Secondary (CBSE)**  Commerce and computer application  (Gov. of India Secondary Education)  July 2006-March 2008    **St Jude’s Public School, Kotagiri, Tamil-Nadu** (ICSE)  March 2006  Business management and Computer application | |
| **SKILLS** |  | |