**RIDHA**

**RIDHA.336273@2freemail.com**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experience Summary:**

Over 1.5 years of experience in Customer Support, Performance Management, Work load Analysis, Team management and Managerial skills. Have strong interpersonal, analytical, communication, organization and leadership skills with experience spanning across Retail industry

**Educational Qualification:**

**M**aster of **B**usiness **A**dministrationin **International Business** from **University of Chester,** Cheshire**, United Kingdom.**

**B**achelorof **Com**mercein **Finance** from **University of Calicut**

**PROFESSIONAL EXPERIENCE:**

###### Organization: LONDONS PRIDE LTD, LIVERPOOL(UK)

# Designation: **ASSISTANT MANAGER**

Experience: **JUNE ’14-DECEMBER 2015**

**LONDONS PRIDE** dealings have made LONDONS PRIDE a synonymous name with discerning Retail in souvenir and sports in Liverpool

**Role and Responsibilities:**

* Monitoring Collection, Execution and Marketing Reports.
* Responsible for all kinds of Expense reports.
* Monitoring all deviation reports
* Project monitoring reports.
* Developing new concepts for reports.
* General Administration
* Taking initiative to uplift the team and sharing best practices

**General Computer Skills:**

Windows XP/Vista, Ms Word, Ms Excel, Internet, Email, Data Entry with good typing speed in English

**CREDENTIALS:**

* Good communication skills in English and Arabic
* Target oriented and positive approach to work
* Enthusiastic and open to learn & improve on new information
* Excellent attitude and highly motivated towards job and colleagues
* Capable of working independently as well as a team member
* Capable of handling & leading a team.
* Capable of handling critical situations and good crisis management skills
* Good in People Management skills.

**Personal Information:**

Date of Birth : 15-10-1992.

Nationality : Indian.

Marital Status : Single

Religion : Islam

Language Proficiency : English, Malayalam, Arabic, Hindi

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.