

Contact HR Consultant for CV No: 339759

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

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**TOTAL EXPERIENCE - 23+ Years (Experience in various fields as Senior Executive, Business Development)**

**PERSONAL DETAILS**

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

DATE OF BIRTH : 05.02.1974

Qualification : B.Com, C.A Foundation, Microsoft Office, Internet, Tally Etc

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Available : 1-feb-2017 , Ready to relocate.

**WORKING KNOWLEDGE**

1. Started in “**CREDIT & FINANCE co**” continues service from **1994 to 2008** as “**Business Development Executive**” Hire Purchase Loan & Car Buying & Selling, Capital Market etc...
2. Top Management Executive for Scrap (Metal, Plastics, Paper etc), Building Materials, Fancy Goods, Garments & Fabrics, Custom Clearance and Import & Export Consultant, Intend Management, from **2008 to 2016**......
3. Senior Trade Marketing, Import & Export, Travel, Investigation, Inspection, Finance, Purchase & Sales, Hire Purchase Loan, Indian Tax Planning, Etc
4. Visited many Countries like China, Malaysia, Singapore, Thailand, UAE, Sri Lanka, Saudi Arabia, Hong Kong. for Business Related Work & Consultation.
5. Always been directly in touch with the top management and directors of the companies to take important decision for the betterment of the company.

**Summary**

An opportunity in a reputable organization which would benefit with my management and customer service skills.

Have a strong passion for cr*e*ating organized and efficient working solutions and procedures.

**Key Skills**

* Creative and Analytical: Coming up with innovative and effective ideas.
* Attentive to detail: Strive to achieve perfection in any task.
* Cost Control Oriented: Seeing the best possible solution at minimum cost
* Time Management: Capable of working under pressure and meet deadlines as scheduled with quality in work
* Positive Resource: Enjoy developing an enthusiastic and respectful working environment.
* Excellent support and communication skills: Reliable and considerate.
* Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Internet Access, with high speed typing skills
* Quick thinker: with attention to details, excellent planning and organizing skills.
* Solution orientated: Seek out creative solutions to any problem.
* Self-driven and Quality Oriented: To achieve high quality work and exceptional results.

**Objective**

 Job responsibilities include but are not limited to:

* Preserving records for administrative and other purposes.
* Handling collections of bulk customers.
* Arranging delivery for customers that request for their records to be returned.
* Identifying and classifying specimens and objects, and arranging restoration work.
* Arranging for packing and inventory to be done on behalf of clients
* Managing organization's central records systems.
* Arranging for Media delivery and collection as request of customers.
* Controlling access to confidential information.
* Also handles the inventory part for our customers.

**Other PERSONAL ATTRIBUTES:**

* Able to work without supervision.
* Ability to work under pressure.
* Experienced in scheduling logistics operations.
* Skilled in recognizing operations.
* A positive and confident personality blended with a strong work ethic.
* Proven ability to exercise good judgment and contribute to efficient operation.
* Self-starter, Team leader player and Honest.
* Flexible and adaptable in hours and responsibilities.
* Able to clearly present product and service information.
* Excellent communication skills and fast leaner.
* Hardworking, Dedicated and conscientious.
* Organized, Reliable and Punctual.
* Quick learner and like to come across new challenges

**Interests: Researching on upcoming business development activities relevant to current job on hand, ensuring business productivity, improving social and interpersonal skills through informative and intellectual discussions.**

**ADDITIONAL ACTIVITY K & KNOWLEDGE**

1. Driving Cars
2. Swimming other Sports etc
3. Hobby to learn new sports and adventure trekking etc
4. Travel around to enjoy cultural heritages and natural beauty of various place around the globe.

**KNOWN LANGUAGES**

**1, English, 2, Hindi, 3, Tamil, also can learn any other foreign language if need arise.**

 Date:

Place : Chennai  **Regards,**