

Contact HR Consultant for CV No: 340380

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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

# Personal Details :-

**Date of Birth** **:** 11th.December.1982.

**Sex & Marital Status** **:** Male, Married

**Place of Birth :** Dubai

**Valid UAE Driving License**

# Educational Qualifications & Proficiency in Computer :

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* Degree in Bachelor of Commerce (B.Com) under Bharathiar University, Coimbatore.
* High Knowledge of Office Application MS – Office.

# Practical Experience:

* Began working soon after graduation course completion
* A dynamic go-getter with around 10 years plus experience.

# Strengths:

* Process orientation and Fast Learning ability
* Analytical skills with good knowledge of MS Excel and MS Word
* Warm Personality, Strong networking and Personal Relations skills.
* Committed to work at any pressure level
* Relationship management, analytical and problem-solving skills.

# Languages Known:

* English, Hindi & Malayalam

Area of Interest & Hobbies **:**

* Reading, Playing Football, Cricket, Chess

# Experience in Detail:

**Future Luck Gen Transport & Real Estate Management**

**Office Administrator** (July 2015 onwards)

Future Luck Gen Transport & Real Estate Management Company is established in 2008 and facilitating all kinds of Transportation & Real Estate Management Services to the utmost satisfaction of its loyal clients.

Mode of Works Done

* Develop policies and procedures as needed - Review staff requirements and participate in recruiting activities, training and scheduling of personnel
* Educating the employees regarding their payroll benefits and compensation with annual leave and also keeping track of the records manually as well as updating the system.
* Proficient in giving valuable decisions and taking the feedback from the employees.
* Procedure of availing Emirates ID and Health Insurance were done with the presence of the employee.
* The mode of salary, WPS were done with proper documentation.
* Monitoring, collecting and preparing cheque.
* Effective team co-ordination skill.
* Ensure high level of customer service to the hierarchy of the organization
* Carry out all supervisory responsibilities in accordance with the organization’s policies and procedures
* Provide staff performance reviews and resolve employee problems
* Ensure drivers are performing all of their necessary tasks and responsibilities
* Ensure all administrative requirements are completed in a timely manner
* Conduct weekly / monthly safety meetings
* Responsible for preparing Quotations, Invoices, Data Entry of trips
* Ensure appropriate safety procedures for transporting hazardous and non-hazardous material are followed
* Responsible for maintaining and co-ordination of daily cash transactions.

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**MetLife India Insurance Co. Ltd.(** November 2011 – March 2013 & Sep 2013- May- 2015**)**

The MetLife companies are one of the world’s largest and most respected financial services organizations. For over 140 years MetLife companies offer life insurance, to individuals, as well as group insurance, reinsurance and retirement and savings products.

Worked Branch Locations : Irinjalakuda, Thrissur

**Role :** Customer Service & Operations Executive

# Mode of Works done :

* Providing service to both Internal (sales) & External Customers
* Scrutiny & Quality checking of all Physical Applications received from Sales
* Ensure all applications are properly scrutinized as per the guidelines laid down form time to time.
* Ensure that all applications are accompanied by the required supporting proofs
* Ensure issuance of the policy with in TAT
* Ensure Queries and complaints from the customer to be resolved within TAT.
* Accepting and processing customer service requests (renewal premium payment, top ups, fund switching etc)
* Conducting interactive session between Sales and Operations

**Bareeq AL-Riyadh Trading & Est**

**Office Assistant** ( May **2013**– Aug 2013 )

Bareeq Al Riyadh Trading Est. is today a recognized center for collection and distribution of office supplies, study and design of domestic and foreign brands in a wide range of prices and of excellent quality. We ensure to offer our customers the best equipment, supplies and materials and office stationery available in the market.

Mode of Works Done

* Canvassing Jobs from companies
* Getting Order
* Preparing Quotations, Delivery Notes, Invoices
* Responsible for Arranging Materials
* Ensure the delivery at proper time
* Ensure the follow up & payment

**HDFC Sales Ltd**

**Team Leader, Cochin** (January 2009 – August 2011)

Leading private sector operator in Insurance.

Job Profile:-

* Generation of Sales from Home loan Executives.
* Responsible for the Home loan Client Insurance.
* Analysis and monitoring the Sales of the team.
* Generation of sales from the field.
* Responsible for organizing various customer loyalty programs with home loan executives.

**Achievements:-**

Promoted as Team Leader within 6 months

**Tata Indicom**

**Marketing Executive, Irinjalakuda** (December 2004 – September 2008)

Leading private sector operator in Telecom Industry which is a pioneer in all telecom solutions

Job Profile:-

* Generating Leads and Prospecting.
* Responsible for the Sales for a particular area.
* Generation of sales from the field
* Involved in Developing the Channel & Retail Sales of both GSM & CDMA
* Ensuring proper Marketing Communication – Branding, Collaterals, Outdoor Visibility etc
* Increase the Visibility in the market & positioning the Tata Indicom as a premium product in this market segment
* Coordinating various market specific schemes & promotional activities that are different from the conventional to increase the awareness levels of customers and to improve the sales

**Achievements:-**

* Was recognized as “Star for the year (2006,2007) for selling highest number of CDMA Handsets”

# Mission Statements:

***“To achieve career growth along with the organization through dedication and commitment to work. Learn new Processes and Practices in the field of Office administration and sales. Increase and apply my knowledge and develop my managerial skills to the best of the organization I work for and for myself.”***