|  |  |
| --- | --- |
| **ABEY** **Email –** abbey.355564@2freemail.com  | **5212-D125212-D12****C:\Users\abey\Downloads\New folder\2015_06_02_05_55_36[1].png** |

**oBJECTIVE**

High responsible, obedient and sincere seeking a challenging career, which provides opportunities for professional growth and Advancement, and utilize the experience acquired in becoming a valuable team member**in the field of Management / Administration.**

**QUALIFICATION**

* **MBA(MARKETING) –**

Full time MBA Program in National Economic Planning and Entrepreneurship (Leading to a Post-Graduation in Management) Indian Institute of Planning & Management (IIPM, COCHIN) 2011-2013

* *Name of Graduation degree-* **BA ENGLISH,** TM COLLEGE/KERALA

UNIVERSITY

**TECHNICAL PROFICIENCY**

* Windows 97/2000/XP, MS Office, Internet Applications& Basics in Tally 9

**EMPLOYMENT HISTORY**

**NAME OF COMPANY :CONTROLS MIDDLE EAST LLC -SHARJAH , UAE**

 **(October 2015 – Present)**

 Position – **Assistant Manager**

 **Key Responsibilities**

* **Administration assistance for Head quarter & branch.**
* **Conducting Business Development Appointments.**
* **Managing Human Resource.**
* **Sites visits for better interaction with customers and employees.**
* **Managing employees’ accommodation and travel.**
* **Preparing work schedule.**

 **DUTIES IN BIRDS EYEVIEW**

* Arrange manpower and amenities to specific sites both oil & gas and construction; and provide daily work target to engineers
* Corroborate the proposal amount with engineering team before submission and price negotiation if required for post submission.
* Updating the visa status and reserving flight tickets. Helping the HR for employees medical & renewal of visa etc.
* Validate the maintenance cost and expenditure cost of company vehicles.
* Verify various bills including water & electricity, petty cash vouchers and invoices submitted by subcontractors and suppliers.
* Overall scrutiny of purchase and postpone early purchase orders and avoidance of over expenditure.
* Renewal of tenancy contracts and Mulkiya for vehicles.
* Verification of attendance & overtime of workers for payment.
* Finding out new inquiries for projects and arranging business development appointments for MD with clients.
* Handling the sales & BD mails and updating the contact list.
* Manage Free zone monthly gate passes for workers and if required daily pass for management staff for certain days.
* Random labour camp visit for inspecting cleanliness and collecting feedbacks & complaints.
* Overall inspection of maintenance for 2 offices and labour camp.

2)**NAME OF COMPANY:WELLWORTH - KERALA, INDIA(2013 July-2015 August)**

Position ;Marketing Manager

**Key Responsibilities**

**Expansion of Customer base**

**Direct customer care and retention**

**Sales analyse**

**Awareness of competitor**

**Preparation of plans for future business**

* Business development appointments with engineers.
* Construction site visits to generate new purchase orders.
* Validating the stock at suppliers hand and reminding calls for orders.
* Focusing on competitors’ strength areas.
* Managing advertisements.
* Providing suitable instructions to suppliers for achieving targets.

**1)NAME OF COMPANY;IPCA 2010-2011. KERALA, INDIA.**

Position: **Business Promoting Officer (Medical Representative)**

* Conducting meeting with doctors specialized in Cardiac, Neurology & Nephrology.
* Overall activities of marketing including free medical camps, providing discount coupons et al.
* Validate the stock & sale ratio and implementing the future sales plan & targets.

**SKILLS**

* Excellent interpersonal skills
* Team building skill
* Decision making skill
* Time management skill

**PERSONAL ATTRIBUTES**

* Honest And Trustworthy
* Respectful
* Flexible

**PERSONAL DETAILS**

 Nationality : Indian

Date of Birth : 31st May 1987

 Marital Status : Single

 Linguistic Ability : English, Hindi ,Tamil and Malayalam

**DECLARATION**

I hereby state that the above mentioned information’s one true to the best of knowledge and submit my resume for your kind observation and favorable order. I hope my skills are sufficient for your requirement.