**JASIM**

**JASIM.374358@2freemail.com**

**PROFILE**



**SALES | BUSINESS DEVELOPMENT | HUMAN RESOURCES MANAGEMENT**

**Snapshot:** Innovative and results-driven business leader focused on achieving exceptional results in highlycompetitive environments. Articulate communicator, skilled at collaborating with the stakeholders and key decision makers. Capable of motivating staff to peak performance.

Knowledge of human behavior & performance, change management, team building, motivation, administration, HR policies & procedures. Relationship builder who can develop deep business insights that will influence the direction and actions of a company. Highly motivated individual with a passion and an unyielding drive to make any event a success.

**Recent milestone includes** Meeting all the deadlines even under strained situations with ZERO complaint fromclients as well as senior management

***Proactive decision maker, targeting challenging assignments with a well-established organization, bringing the***

|  |  |  |
| --- | --- | --- |
|  | ***following transferable strengths:*** |  |
| Administration | Budget Management | Strategic Planning |
| Cost Control | Organizational Development | Event Management |
| Business Improvement | HR Policies/Procedures | Team Management |
| System Control | Customer Service | Team Leadership Skills |

**EXECUTIVE SYNOPSIS**



* **Expertise:** Easily adaptable and quick learner. Adept atidentifying, sourcing and evaluating potential vendors coupled with excellent skills in consensus building, organization, and price negotiation, tendering and estimating long term and profitable contracts management.
* **Exposure:** Extensive experience with excellent understanding ofthe latest business concepts and possess the ability to deal with ambiguity and changing business requirements.
* **Market Insight:** Strong at producing detailed human resourcesplanning & its implementation which provide management key insights into business health for business growth planning.
* **Goal Oriented:** High ability to meet all financial reportingdeadlines and to ensure the highest levels of financial integrity in any management reporting.
* **Entrepreneurial Skills:** Started a new partnership venture and Iworked for 4 years as an emerging entrepreneur.
* **Highlight:** Skilled in designing & implementing human resourcessystems, policies & procedures to facilitate internal financial control.
* **Customer Centric:** Excellent communication & interpersonal skillswith strong analytical, team building& Problem solving.
* **Team Leadership:** Visionary leader who aligns initiatives toachieve strategic objectives and goals.

**SCHOLASTICS**

* **MBA ( Marketing & HR) - 2017**

Garden City College, Bangalore University

* **BACHELOR OF COMMERCE - 2014** Mannaniya College Of Arts And Science, University of Kerala

**TRAINING & PROJECTS**

* SAP COURSE Duration: 2 Months
* B.COM PROJECT- SATISFACTION OF CUSTOMERS USING STATE BANK OF INDIA ATM IN PANGODE Duration: 2 Months
* MBA PROJECT- A STUDY ON THE EFFECTIVENESS OF TRAINING

AND DEVELOPMENT PROGRAMME IN KELTRON

Duration: 2 Months

**IT SKILLS**

* MS OFFICE
* MS WORD
* TALLY

**PROFESSIONAL WORK EXPERIENCE**

**Naveen Granites And Tiles, Trivandrum: 1 year**

**Designation:** Marketing Executive

**Job Profile:**

* Drive efforts across developing, managing and monitoring the performance of multi-skilled workforce and ensuring smooth implementation of marketing and HR policies for manpower planning, training, career development and counseling/grievance handling.
* Ensure adherence to statutory compliances, policies and procedures as per the company’s norms and statutory provisions.
* Instrumental in prospection, attention, monitoring and closing sales.
* Accountable for client relationship management and ensuring timely completion of engagements as per client timelines.
* Responsible for coaching, training and development of subordinates to enhance their knowledge and proficiency.
* Played pivotal role in marketing & local publicity of the centre/product through advertisements, focused campaigns and events conducted in the region.
* Drawn up road map to create and manage extensive distribution network and identified thrust areas to direct marketing effort to generate planned business volumes.

**Expert Hands Event Management**

**Designation:** Event Organiser

**Job Profile:**

* Took fundamental role in coordinating activities to prepare for successful execution of events.
* Accountable for event materials/product management - receiving orders at the office and maintaining inventory levels.
* Successfully responded to changing circumstances and priorities in a focused and timely manner.
* Actively involved in planning, organizing, coordinating, promoting, and facilitating special events.

TRAINING DETAILS

* User level knowledge of various accounting software; SAP & Tally
* Proficient in the use of MS Office applications particularly MS Excel, MS Word and MS PowerPoint

PERSONAL DOSSIER

* Date of birth: 23rd April 1993
* Languages: English, and Malayalam
* Marital Status: Single
* Nationality: Indian
* Visa: Visit Visa