**PRASANTH**



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**Dubai, UAE**

# PROFESSIONAL OBJECTIVE:

To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

# EDUCATION

## MBA (MARKETING & HRM) 2013

Srinivas Institute of Management Studies, Manglore, Karnataka,India

## BCA (Bachelor of Computer Application) 2011

Srinivas Institute of Management Studies, Manglore, Karnataka,India

## 12th 2008

Government Higher Secondary School, Udma, Kerala, India

## 10th 2006

Government High School, Chattanchal, Kerala, India

# KEY QUALIFICATIONS

* 3 + year’s experience working as a Coordinator in UAE & India.
* Expertise knowledge in business management.
* Can operate on subjective, interpersonal, institutional and environmental levels.
* Highly skilled in promoting and modelling a culture of hospitality.
* Ability to transform resources into utility.

# CORE SKILLS

* Ability to lead and motivate teams to achieve certain set goals.
* Quality to analyse complex situations and to take appropriate actions.
* Skill to communicate, motivate, mentor and delegate.
* Ability to get fit into any kind of work environment.
* Advocate and organize work.
* Coordinating and controlling activities by taking quick and right decision.
* Computer savvy.
* Tactful approach.

# COMPUTER PROFICIENCY

* Microsoft Dynamics NAV
* Microsoft Word, Microsoft PowerPoint , Microsoft Excel

# MAJOR ACADEMIC ACCOMPLISHMENTS

* + Have participated in many National level management fest.
  + Have won many prizes for participating in Debate & Quiz Competitions.
  + Have selected as project toper during the Graduation program of BCA (Bachelor of Computer Application) with 96 percentages of marks.
  + Attended national level Management conferences, seminars and workshops.

# WORK EXPERIENCE

**COMPANY NAME : THAKRAL IT SERVICES(THAKRAL GULF FZE),DUBAI,UAE DESIGNATION : SERVICES & SALES CO-ORDINATOR**

**DURATION : 23-MAR-15 TO PRESENT RESPONSIBILITIES :**

* Worked as the single point of contact to the customer for all types of service requests.
* Acted as the sales head for INO mobile phones, UAE. Coordinated INO mobile phones promotion and sales .
* Confers with users or reviews requests for services to identify requirements ; coordinates with implementation

team, contractors, or vendors as needed to provide required services or support.

* Allocated resources to meet customer requirements efficiently and effectively.
* Assisted the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
* Respond to complaints from customers and give after-sales support when requested.
* Stored and sorted financial and non-financial data in electronic form and present reports.
* Handle the processing of all orders with accuracy and timeliness.
* Negotiations were done with vendors on price and delivery.
* Prepared all purchase and sales documents.
* Inform clients of unforeseen delays or problems.
* Monitor the team’s progress, identify shortcomings and propose improvements.
* Assist in organizing events and meetings.

## MAJOR PROJECTS HANDLED

Coordinated Structured Cabling & Wifi projects at various MAF shopping malls (Sharjah City Center, Ajman City Center, Mall Of Emirates, Deira City Center, Mirdiff City Center , Fujairah City Center) & MBC Studio Headquarters at Media City and Studio City.

**COMPANY NAME : STRAIGHT LINE IT UNIT,KERALA,INDIA DESIGNATION : HR CO-ORDINATOR**

**DURATION : 02-JUN- 14 TO 05-FEB-15 RESPONSIBILITIES :**

* Coordinated HR activities of the firm and ensured the goals are met.
* Handled documentation and stored it in electronic formats.
* Processed payroll.
* Undertaken community initiative.

**COMPANY NAME : LORETTO EMPORIUM,KARNATAKA,INDIA DESIGNATION : HR CO-ORDINATOR**

**DURATION : 08-JUL-13 TO 30-JAN-14 RESPONSIBILITIES :**

* Coordinated marketing and HR activities of the firm.
* Undertaken research activities related with location search and brand positioning.
* Framed promotional efforts of the firm and monitored the effectiveness of the newly implemented strategies.

# PERSONAL INFORMATION

Date of Birth/Age : 13th November 1989/28 Years Marital Status/Gender : Single / Male

Nationality : INDIAN

Languages known : English, Hindi and Malayalam Visa Status : JAFZA EMPLOYMENT VISA(CANCELLED)

# DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.