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**BINU.**

[Binu.384968@2freemail.com](mailto:Binu.384968@2freemail.com)

Dubai, United Arab Emirates

**CAREER OBJECTIVE**

To work in a company having an environment of constant learning and growth oriented career which will help me in sharpening and enhancing my skill set thereby benefiting the organisation and self.

#### CAREER HISTORY:

**Operation Manager at Atlas Computer Care,Thrissur (June 2017 to September 2018)**

Roles And Responsibilities

* Building business relationship with current and potential clients.
* Supporting sales and lead generation efforts.
* Creating promotions with advertising team.
* Developing and managing advertising campaigns.
* Evaluating and maintaining a marketing strategy.
* Evaluating competitors.
* Email marketing to the target business customers.
* Handling social media, public relation efforts and content marketing.
* Prepare and give business reviews and presentation to the management on a monthly basis.

**Sales Associate at Homebox(Landmark Group) Dubai - UAE(November 2016 to May 2017)**

Roles And Responsibilities

* Assess customers needs and provide assistance and information on product features.
* Cross-selling products to increase purchase amount.
* Maintain solid communication and feedback relationship with store management.
* Ensure that all purchased items are delivered to the customer in a prompt manner.
* Ensure interior and exterior of store is kept to company standards.
* Order out of stock items in a timely manner.
* Team up with co-workers to ensure proper customer service.
* All other duties as assigned.

**Human Resources Recruiter at Ayur Bodh Foundation,Thrissur (September 2015 to June 2016)**

Roles And Responsibilities

* Develop and execute recruiting plans.
* Identifying the candidates through various job portals and job placement agencies.
* Calling prospective candidates.
* Screening them as per the requirement.
* Communicating employer information and benefits during screening process.
* Advertise job openings on social media, job boards and internally.
* Administrative duties and record keeping.

#### ACADEMICQUALIFICATIONS

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| **Master of Business Administration (MBA) – Marketing and Human Resources** | | | **2015** |
| Institution | : R.V Institute of Management, Bangalore | |  |
| University | : Bangalore University, Karnataka | |  |
| **Bachelor of Business Administration** | |  | **2011** |
| Institution | : Mother Arts and Science College, Peruvallur | |  |
| University | : Calicut University, Kerala | |  |

#### CERTIFICATION COURSES

* **Certificate in Industrial Accounting - Tally(**Manual &Computerised)
* **PG Diploma in Contemporary Marketing (RV Institute of Management)**

#### TECHNICAL STRENGTHS

* **Softwares:** MS Word, MS Excel, MS PowerPoint, Tally ERP.9 (Release 6.3.1)

#### LANGUAGES KNOWN

* English, Malayalam, Hindi, Tamil

**Visa status: Visit visa**

#### DECLARATION

I, BINU. hereby declare that the above information is true and correct to the best of my knowledge and belief. I trust and hope that this resume will be parallel to your requirements, assuring you of my steadfast devotion to my duty and look forward to hearing from you at the earliest.