SOORAJ

Email: sooraj.389889@2freemail.com

|  |
| --- |
| **Career Objective** |

“To Work in a challenging and creative environment where I would like to contribute towards the goals of the organization”

**PROFILE**

* Marketing Manager at Jasos Traders for a duration of 1 year.
* 1 year experience as Management Assistant at Mcdermott, Dubai
* 3 years as HR Assistant at Vishal Infrastructure(P) Ltd.
* SKILLS : Tally, Peach Tree, PG DCA
* Professionally qualified with MBA(HR & Finance), B.Com (co-operation).
* Holds STED COUNCIL Diploma certification in Professional Accounting (ISO 9001:2008 certified).

**PROFESSIONAL EXPERIENCE**

**POSITION:** Marketing Manager at Jasos Traders (JANUARY 2018 – JANUARY ’19)

* Searching new ventures and Convincing clients for Tender Quotation & Sales.
* Execution of tender and timely deliverance of products in a systematic way.
* Finding out technical solutions for real time problems at and after installation of products (Theatre & Auditorium Luxury Chairs ).

**POSITION:** Management Assistant at Mcdermott, Dubai (Jan 2017- Dec 2017)

* Co ordinate workers in Warehouse, Store.
* Manage supply, distribution chain of the products at Warehouses and Stores.
* Supervising sub ordinates during manufacturing cum production activities.

**POSITION:** HR Assistant at Vishal Infrastructure(P) Ltd (April 2013 - Dec 2016)

* Assisted full activities of Hr Dept. for preparing & scheduling contracts.
* Preparations of pay rolls in accordance with their duty schedules.
* Allocating employees and laborers in accordance with the requirement and fixing their shift duties.
* Contacting with the labors and solving their grievances with the organization.

|  |
| --- |
| **EDUCATIONAL QUALIFICATIONS**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Year of Passing** | **Board / University** | **Division** |
| MBA(Human Resource Management,Finance) | DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE, PERAMBALUR | 2012 | ANNA UNIVERSITY | I Class |
| B.com | FMNC,KOLLAM | 2009 | KERALAUNIVERSITY | III Class |
| Higher Secondary | S M H S SKOTTARA | 2004 | HSEboard | III Class |
| SSLC | Govt. H.S S VAKKANADU | 2002 | STATEBOARD | III Class |

|  |
| --- |
| **personal profile** |

Date of Birth : 31-05-1987

Age : 31

Gender : male

Nationality : Indian

 Languages known : English , Malayalam & Hindi