SOORAJ

MBA (HR& FINANCE), 5 yrs exp

Email: sooraj-393379@2freemail.com

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| **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 for a duration of 1 year.
* Two years experience as Management Assistant in Dubai
* 3 years as HR Assistant
* 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 (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 in Dubai (Jan 2016- Dec 2017)

* Co ordinated 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 (April 2012 - Dec 2015)

* 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.

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| **EDUCATIONAL QUALIFICATIONS**  |

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| **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 |

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| **personal profile** |

Date of Birth : 31-05-1987

Age : 31

Gender : male

Nationality : Indian

 Languages known : English , Malayalam & Hindi

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| **declaration** |

 I hereby declare that the details given above are true to the best of my knowledge and belief. Place: Dubai Date:  09/05/2019            **(SOORAJ)**