



MRUDUL RAVINDRAN

Doha, Qatar

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EDUCATION:

BBA - Bachelor of Business Administration

Calicut University, Kerala, India

2006-2009 – First Class

CPFA - Certified Professional in Foreign Accounting

IPA, Kerala, India

2009-2010

PERSONAL DATA:

Status : Single

Date of Birth : 15 June 1988

Nationality : Indian

Passport No : S 2924209

LANGUAGES:

- English
- Hindi
- Malayalam
- Tamil

IT SKILLS:

- MS Office
- ERP
- Tally 9.0
- Peach Tree
- Quick Books

AREAS OF EXPERTISE:

- Business Administration
- Business Process Improvement
- Communication Skills
- Strategic Planning
- Time Management
- Planning/Event Planning
- Team Work
- Decision Making
- Competitor Analysis
- Trend Analysis

SUMMARY

Highly organized, focused and results- driven Business Administrator with certification in Accounting and more than 7 years' experience helping companies from various industries plan, organize and control specific departments. I am seeking a position where I can share my experience, expertise, and skills in contributing to the continued success of the business.

STRENGTHS

- ✓ Bachelor Degree in Business Administration.
- ✓ 7+ years' experience in Business Administration.
- ✓ Proficient in Microsoft Office suite of products.
- ✓ Excellent administrative skills.
- ✓ Ability to act with discretion and maintain confidentiality.
- ✓ Experienced in handling national and international exhibitions & organizing events.
- ✓ Certification; Accounting.
- ✓ Highly organized.

WORK EXPERIENCE

BUSINESS ADMINISTRATION MANAGER

EMPLOYER – HILLSIDE GROUP

June 2016 – May 2018

Bangalore, India

RESPONSIBILITIES:

- ✓ Conducts audit on an operating system and evaluates the performance of the current set of frameworks and processes.
- ✓ Undertakes a comprehensive study and prepares a report on overall system performances that whether goals were attained or approximated.
- ✓ Conducts audit on an operating system and evaluates the performance of the current set of frameworks and processes.
- ✓ Reviews P/L statement of all departments and discusses results with a designated head for the purpose of improving overall profitability and validating the budget.
- ✓ Regularly meets with department heads to discuss performance, updates on systems, pending resolutions on nagging issues and relevant developments.
- ✓ Managed 2 teams with total manpower complement of 14 personnel.

KEY SKILLS:

- Maintain rapport with personnel at all levels.
- Self-motivated with strong organizational and interpersonal skills.
- Ability to work independently and proactively.
- Ability to multitask and manage conflicting demands.
- Analyzing and solving problems.
- Vast experience of Search Engine Optimization.

TRAINING:

- Completed ISO (9001 - 2008 and 14001 - 2004) awareness training.
- Attended Leadership & Management seminar at Alleem Business Congress.

HONOURS & AWARDS:

- Assistant Team Leader in Mulk Holdings, Sharjah Economic Excellence Award (2010-2011) winning team.
- Certificate of Appreciation in recognition for the hard work, dedication and valuable contributions towards the success of developing business for Mulk Holdings & Alubond'
- 'Best Networking Award' for representing Mulk Holdings at Aleem Business Congress

- ✓ Facilitated action plan to all concerned departments.
- ✓ Carried out personnel evaluation reviews to determine performance levels and outline improvement processes.
- ✓ Analyzed documents and prepared spreadsheets which tracked and monitored company expenses and profitability targets.
- ✓ Tasked to liaise with company suppliers, vendors, and accreditors for the purpose of securing favorable

SALES BACK OFFICE ADMINISTRATOR EMPLOYER – MULK HOLDINGS (SHARJAH, UAE)

October 2012 – January 2016
Sharjah, UAE

- ✓ Assist Group Director of Sales, Regional Sales Manager and Sales Managers with administrative tasks
- ✓ Work closely with Inventory Manager, Order Management and Distribution team to manage shipments according to given deadlines
- ✓ Work with assigned managers, work cooperatively on any and all projects by their assigned managers
- ✓ Review general administrative process and make efficient improvements to drive work efficiency and process
- ✓ Working with our Sales Planners and Sales Managers to assist and support in their daily responsibilities
- ✓ Assists in administrative task for the Group Director in absence of the Executive Administrative Assistant
- ✓ Assists with performance tracking and management tools. May include integrating internal, syndicated and customer specific data
- ✓ Provide Marketing support to appointed Distributors all over the world.
- ✓ Developed and sustained relationships with potential and existing clients by professional meetings.
- ✓ Handling national and international exhibitions & organizing events.
- ✓ Developed, coordinated and implemented sales strategies that identified and produced new business in two different regions.
- ✓ Drafted business proposals, contracts, correspondences and e-mails on behalf of the company regarding business propositions and maintained business-to-business relationships.
- ✓ Provided quotes for new business and opened accounts resulting from the same.
- ✓ Researched, reviewed and arranged meetings with prospect companies and maintained a detailed weekly call log/sales report for all customer communications.
- ✓ Maintained rapport with all the prospects and existing clients.

**EXECUTIVE ASISTANT
EMPLOYER – MULK HOLDINGS**

October 2010 – January 2012
Sharjah, UAE

- ✓ Created highly effective organizational and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamlined office functioning.
- ✓ Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives.
- ✓ Conducted extensive Internet research on competitors and potential acquisitions, and reported findings to the CEO.
- ✓ Coordinated preparation and timely dissemination of company reports and slide presentations for board meetings.
- ✓ Updated and maintained the CEO's calendar, completely re-organized the Executive and Finance libraries, and assisted managers with special projects as needed, including building renovations and office move.
- ✓ Leadership of sales activities, policies, objectives and initiatives.
- ✓ Maintained customer confidence and protected operations by keeping information confidential
- ✓ Organized Big 5 -2010 exhibition.
- ✓ Coordinated the submission of firm and industry award submittals, "Winners Sharjah Economic Excellence Award 2010- 2011"
- ✓ Prepared Reports and Data management support to the Senior Management.
- ✓ Maintained professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

DECLARATION

In view of the above particulars, I assure you that if an opportunity is offered to me I can execute my work to the entire satisfaction of the personnel concerned in your esteemed organization.

Further, I hereby declare that all the above information is complete and correct to the best of my knowledge and belief.

Mrudul Ravindran