

SAFEER CHAVAKKADAN

MBA,B.COM

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Profile: **HUMAN RESOURCE - ADMINISTRATION - MARKETING
CUSTOMER SERVICE – SALES**

Managerial professional with strong masters' educational qualification in business management background complemented by **4 years** of working experiences in Sales, Administration & Marketing. Technically proficient in Microsoft, MS Excel, MS Word, and so on. Excellent communicator who is fluent in English, Strong team working and multi-tasking skills. Successfully complete the project within the stipulated time.

HIGHLIGHTS:

- Admin Activities
- Effective time management
- Strong organizational skills
- Flexible team player
- Super research skills

EXPERIENCE:

Sep/2016 to Sep/ 2017

Administrative Officer
Asian Study Centre- Selangor (St), Malaysia

- Answer and direct phone calls
- Book travel arrangements
- Organize and Schedule appointments
- Preparing regular financial and administrative reports
- Update and maintain office policies and procedures
- Submit timely reports
- Managing office supplies stock and placing orders.

Mar/2013 to Aug /2016

Administrative Officer
EXCEL Marketing(Distributor of Pepsi co)- Kerala (St), India

- Managing office supplies stock and placing orders
- Develop and maintain a filing system
- Checking the stock and credit everyday
- Maintain contact lists
- Act as the point of contact for internal and external clients

EDUCATION:

Master of Business Administration MBA
International Business with International Marketing
Cardiff Metropolitan University, London, UK -
Westminster International College, Malaysia
Bachelor of Commerce (B.Com)

University of Calicut

LANGUAGES:

English, Hindi, Malayalam and Tamil

SKILLS:

- Well versed with **MS office** (MS word, MS Excel, MS Power point and outlook)
- Internet Savvy

PERSONAL INFORMATION:

- Place of Birth: Nilambur
- Date of Birth: 04/09/94
- Present Resident: Qatar
- Sex: Male
- Status: Unmarried
- Religion: Islam
- Hobbies: Listening to music and Watching Movies.

ADDITIONAL INFORMATION:

- Passport No : N8564967
- Date of Issue : 09/03/2016
- Date Of Expiry: 08/03/2026

DECLARATION

I solemnly declare that all the above furnished details are true to the best Of my knowledge.

Date: 28.02.2018

Place: Qatar

SAFEER CHAVAKKADAN