

To,

HR Manager

I am Sarath K Sasi having 10+ years of experience in Marketing and HR with a Post -Graduation from The University of Northampton, UK. My work experience has been enclosed in my resume in the attachment for your kind referral.

In addition to my extensive experience I have the ability to work independently with minimal supervision and ability to communicate directly with all levels of the organization as well as to identify business risks. Strong written and verbal communication skills, willing to work hours as needed to meet the established deadlines, proficient in the use of MS office to prepare comprehensive reports.

I am looking forward for an acceptable position and shall be thankful if my request could be considered favourably.

I would highly appreciate the opportunity to discuss the potential of the vacant post and demonstrate how my skills, aptitude and capabilities could be of added value at our mutual convenience. I look forward in hearing from you soon.

You may contact me through my mobile number: **+971 563232571**

Yours' sincerely,

Sarath K Sasi.

CURRICULUM VITAE

SARATH K SASI
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Email:saraths10@gmail.com



OBJECTIVE

With 10+ years of experience which includes in Management, HR, Marketing and Administration. Seeking a dynamic, challenging and growth oriented career in the field of business development and HR & administration, which will enable me to utilize the best of my knowledge and skill in achieving the goals of the organization; thus providing an opportunity to grow myself.

SKILLS

- ✓ Leadership, Proven analytical and interpersonal skills.
- ✓ An efficient team player with Strong people management, problem solving and motivational skills.
- ✓ Capable of working under pressure.
- ✓ Coordinating the team in order to meet the deadlines and ensuring the standards.

CAREER HISTORY

Assistant Manager (Marketing & Admin) (July 2016 – January 2020)
MEDCASTLE PHARMA, Kerala, India.

- Assisting in the development and distribution of marketing and promotional material.
- Contributing to internal reports.
- Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations.
- Examines risks and potentials for the business opportunities.
- Responding to marketing queries via phone, email or social media
- Keeping abreast of industry trends and compelling marketing campaigns
- Liaising and strengthening relationships with suppliers and clients.
- Develop and update administrative systems to make them more efficient.
- Oversee and supervise the work of junior staff.
- Assist in the preparation of regularly scheduled reports.

Senior Business Development officer (June 2014 – June 2016).
Reecco Energy India PVT.LTD, Kerala, India.

- Oversee and supervise the work of junior staff.
- Ensure that data is accurately entered and managed within the company's CRM or other sales management system.
- Works to improve company's market position in product sales and achieved financial growth, created long term business strategies and build key customer relationship.
- Making accurate calculations and provide customers with quotations. Recording sales and order information and sending copies to the sales office.
- Properly handle complaints and grievance procedures. Conduct initial orientation to newly hired employees.
- Ensuring clarity around priorities and goals for entire functional area.
- Providing guidance to direct reports, typically comprising first-line.
- Approving requests for investments to a certain level of authority.
- Working with senior management and other peers for strategy development and execution planning.

HR & Promoter (2011 April-2014 March)

Sweat promotions PVT Limited, Northampton, United Kingdom

- Handled day to day functioning of the business development.
- Responsible for Recruit candidate by selecting the right candidate by evaluating the historical details of the person in the way of Managerial.
- Responsible for handling Recruitment from Entry Level - Senior Level Positions.
- Maintain Employee Data Management. Responsible for Employee attendance and leave Management.
- Managing training and development process held by the company.
- Handle confirmations, promotions & separations.
- Assisting in other HR activities such as performance appraisal, induction and orientation, Payroll management, apart from recruitment like Joining formalities, Employee relations etc.

Sales & Marketing Executive. (2009 Sep- 2011 Feb)

Poundland LTD, England, London, United Kingdom

- Works to improve company's market position and achieved financial growth, created long term business strategies and build key customer relationship.
- Identified new business opportunities & find potential new customers.
- Meet & convince clients by growing, maintaining, and leveraging the network.
- Ensure that data is accurately entered and managed within the company's CRM or other sales management system.
- Making accurate calculations and provide customers with quotations. Recording sales and order information and sending copies to the sales office.
- Coordinating telemarketing activity. Responsible for maintaining updating the company's website and social media.

Customer Care Executive. (2007 August-2008 Sep)

First source PVT LTD (Vodafone), Cochin, India.

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Clearing service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining.
- Resolves product or the best solution to solve the problem; expediting correction or Adjustment; following up to ensure resolution
- Contributes to team effort by accomplishing related results as needed.

Software Proficiency:

Packages: MS Office, Tally.

EDUCATION AND QUALIFICATIONS

- **MBA - Master of Human Resource Management** from **University of Northampton, UK** (2009 – 2011)

HR Dissertation: An investigation into the strategic HRM with a GPA of 4.0 / 5.0

- **Bachelor of Commerce** from **MG university, INDIA** (2004-2007)

Dissertation: Computer application With a GPA of 3.5 / 5.0

Reference - Available upon request.