



ADARSH N

Administrative & Sales Officer

CONTACT

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VISA DETAILS

Type of Visa: Visit

Date of Issue: 10/10/2021

Date of Expiry: 10/01/2022

EDUCATION

MBA Human Resources

Sikkim Manipal University
2014

BA in Hindi & History

Calicut University
2009

SKILLS

MS Word

MS Excel

Tally 7.2

STRENGTH

Team Player

Positive Attitude

Flexibility and Adaptability

Self-Motivated

LANGUAGES KNOWN

Malayalam

English

Hindi

Tamil

CAREER OBJECTIVE

To seek a young dynamic and self-motivated, dedicated to a challenging position, where my potentiality can be exploited and improved by providing me wide exposure, sufficient responsibilities, independence of thought and an opportunity to improve my knowledge.

WORK EXPERIENCE

Administrative Officer

Neo Health++, Kerala, India April 2020-September 2021

- Exhibits polite and professional communication via phone and email.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Answer phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.

Sales Executive

Time House, Dubai February 2018-March 2020

- Build business by identifying and selling prospects, maintaining relationship with client.
- Sells products by establishing contact and developing relationships with prospects: recommending solutions.
- Prepares report by collecting, analysing and summarizing information.
- Maintains quality service by establishing and enforcing organization standards

HR Executive

Rightwood Furnitures March 2015-February 2018

- Understanding manpower requisition from the concerned department.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Sourcing candidates that match the desired skills.
- Designing the salary structure for employees.
- Giving a description on the policies, procedure and the culture followed by the company.
- Keeping a track of the attendance of the employees.