



Binu Narayanan

Buhaira B Block 1213

Al Nahda, Sharjah

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OBJECTIVE

To secure a suitable position in an organization where my skills and experience could be used productively to enhance professional growth & lead mutual benefit for both the organization and myself.

CORE COMPETENCIES

- An MBA graduate with 8 years of experience in purchase, admin & sales.
- A dedicated professional, par excellence possessing good communication and interpersonal skills with an ability to work under pressures and deadlines.
- Fair amount of knowledge in sales and purchase.
- Competent knowledge in software tools: MS- Office, MS-Excel.

CAREER SNAPSHOT

- **Data Encoder –**
Tamuoh Healthcare LLC
(Dubai, UAE) Sep'20 – Till Date
- **Admin & Accounts Executive –**
Mazmo Environmental Service
(Ras Al Khor, Dubai) Jan'20 – July'20
- **Purchase Executive –**
Compuage India Pvt Ltd
(Cochin, India) Jan'15 – Mar'19
- **Purchase Executive –**
Esquire Associates
(Thrissur, India) Sep'13 – Dec'14

PROFESSIONAL EXPERIENCE

Organization : Tamuoh Healthcare LLC

Designation : Data Encoder

Location : Dubai, UAE

Sep'2020– Till Date

- Recording customer data referring Emirates ID
- Verifying customer records.
- Analysing and encoding blood samples of customers
- Apply data program techniques and procedures

Organization : Mazmo Environmental Services

Designation : Admin & Accounts Executive

Location : Ras Al Khor – Dubai, UAE

Jan'2020– July'2020

Key Responsibilities:

- Answering incoming calls; taking messages and redirecting as required.
- Dealing with email enquiries.
- Preparing quotation upon confirmation from sales team.
- Providing project confirmation upon receipt of LPO.
- General Office Management (Order stationery and other requirements to office)
- Recording day to day transactions.
- Updating accounts receivables and issuance of invoices.
- Follow up on account receivables.
- Reimbursement of Petty cash
- Daily Bank & petty cash reconciliation.
- Providing clerical & administrative support to management.

Organization : Compuage Infocom Pvt Ltd

Designation : Purchase & Sales Executive

Location : Cochin – Kerala, India

Jan'2015 – Mar'2019

Key Responsibilities:

- Maintaining customer relationship by giving prompt reply for all the business related queries
- Creating a profile for the newly agreed customers and processing all the documentation works.
- Approaching customers by introducing the upgraded products & giving them accurate details about the product.
- Coordinate and execute sales
- Promote awareness of company brand image.
- Efficiently respond to any online or telephone queries.

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EDUCATIONAL QUALIFICATION

- MBA (Finance) – Bharathiar University (Coimbatore, India – 2009)
- BBM (Finance) - Bharathiar University (Thrissur, India – 2007)
- Senior Secondary – Kerala State, 2004
- Higher Secondary – Kerala State, 2002

PERSONAL INFORMATION

Date of Birth : 18th Jan'1987
Nationality : Indian
Visa Status : Visit Visa (15th Feb'2021)
Marital Status : Single
Languages known : English, Tamil, Malayalam
Permanent Address : Neeretty House,
PO Thalikulam
Thrissur DT, 680569
Kerala, India

- Maintain and expand our database of prospects within our assigned territory
- Team with channel partners to build pipeline and close deals.
- Assist in the preparation and organizing of promotional material or events.
- Handle the processing of all orders with accuracy and timeliness.
- Monitor the teams' progress, identify shortcomings and propose improvements.

Organization : Esquire Associates

Designation : Purchase Executive

Location : Thrissur – Kerala, India

Sep'2013 – Dec'2014

Key Responsibilities:

- Assisting Purchase. Manager – Purchase for all documentation work for procuring all the IT peripherals.
- Monitoring and assisting all procurement related activities, reports.
- Control over secondary transportation of material dispatches
- Preparation of purchase orders, Negotiation with vendor, New vendor Develop
- Track and report key functional ment, planning of Material Delivery and Payment process
- Assist in managing weekly order status reporting
- May inspect products received for quality and quantity to ensure adherence to specifications. metrics to reduce expenses and improve effectiveness
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Determine quantity and timing of deliveries to branches
- Monitor and forecast upcoming levels of demand

Organization : Neo-well Garment Exporting Company

Designation : HR Assistant

Location : Thrissur – Kerala, India

June'2009 – July'2013

Key Responsibilities:

- Assisting HR Manager – all documentation work
- Recruitment, motivation and conducting training programs
- Monitoring attendance register and salary report maintaining
- Welcomes new employees to the organization by conducting orientation.
- Compile and update employee records
- Properly handle complaints and grievance procedures