
SYAM S R



Al Jaber Building, Al Barsha 1, Dubai

◆ <https://www.linkedin.com/in/syamsr> ◆ +971564875814 ◆ syamtmv.401@gmail.com

PROFESSIONAL SUMMARY

A competent professional skilled in Customer service, Operations Management, Logistics and Administration roles with decisiveness and conviction with eye for detail.

AREAS OF INTEREST

- | | |
|---------------------------------------|------------------------|
| • Operations | • Customer Service |
| • Logistics / Supply Chain Management | • Inventory Management |
| • Administration | • Production |

WORK HISTORY

Tetra Gulf, Dubai United Arab Emirates (FEB/2020 - MAY/2020)

ASSISTANT OPERATIONS

LOGISTICS | TRANSPORTATION | PURCHASE

- Manage a team of operation supervisors including monitoring and authorization of overall control and expenses, conduct regular staff appraisals and assist senior management with disciplinary matters.
- Manage the usage of operational equipment ensuring that any repairs, services or calibration is carried out in a timely manner and any new equipment is purchased correctly in accordance to operational procedures.
- Carry out pre-job screening, competency checks and analysis of rope access personnel
- Audit and inspect on site procedures to the stipulated frequencies.
- Coordinating with the warehouse team for fast execution and delivery of material on or before expected date.
- Monitored strict compliance of “Permit to Work” system at worksite & explain the importance of the same to the workers.
- Oversee the planning and organization of appropriate allocation of resources.

Better Mind Businessmen Service L.L.C. Dubai, Sub Contract of Dubai Health Authority (DHA) December 2017-2019.

CUSTOMER SERVICE

- **Corporate In charge**, an excellent planner with proven abilities in accelerating growth, generating Customer loyalty levels and serving corporate Sector customers effectively.
- Identify and assess the need of medical fitness clients and give service in par with the standards set by DHA.

- Consider and give special attention to medical fitness clients.
- Make sure that medical fitness clients have completed all procedures as required by DHA.

ACCOUNTS

- Collect, Analyze and Summarize Account Information.
- Checking day to day Transactions, Bank Statements.
- Documents financial transactions by entering Account Information.
- Develop Periodic Reports for Management.

EDUCATION

♦ **Master of Business Administration: Specialized in Operations Management, 2015-2017**

Alliance Business School, Alliance University - Bangalore, Karnataka

♦ **Bachelor of Business Administration: 2012-2015**

Kerala University – Trivandrum, Kerala

♦ **Class XII: MVHSS, Higher Secondary School: 2010-2012 – Trivandrum, Kerala**

INTERNSHIP

- A Study on Passenger Flow in an International Terminal, Includes Passenger Embarkation and Disembarkation process.

SKILLS

- | | |
|-----------------------------|---------------------------------------|
| • Good Interpersonal Skills | • MS Office (Word, Excel, PowerPoint) |
| • Quick Learner | • Team Oriented |

PERSONAL DETAILS

VISA STATUS: VISIT VISA | **PASSPORT:** M7074659 | **NATIONALITY:** INDIAN | **LANGUAGES:** ENGLISH, HINDI, MALAYALAM, TAMIL | **DOB:** 06/09/1993