



SIRAJ K A

Khalid bin Waleed Road
Bur Dubai, Dubai
United Arab Emirates

 meetsirajka@gmail.com

 +971 52 3952089



<https://www.linkedin.com/in/sirajka/>

PROFILE

An organized professional with proven E-Commerce, Human Resource, Management and Administration skills. Possess a strong track record in consultant, customer service, relationship, improving test scores and guiding effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Seeking a challenging career to desire optimally utilize my practical knowledge, professional learning and personal skills in synchronization with the organization's goals and culture to achieve the desired outcome.

WORK EXPERIENCE

E-Commerce Coordinator

January 2021– Continues...

RF Combine Ltd.

Al Qusais, United Arab Emirates

- Manage and review product presentation on site to ensure correct categorization, images, copy, pricing and promotional offers are accurate and meet internal requirements.
- Act as a liaison with excellent customer service to work with or resolve customer or product situations.
- Responsible with the third party for quality of work in terms of accuracy and content.
- Create product images and description for e-commerce platform.
- Add content to E-commerce website including virtual images, descriptions and price using assistance of the third party.
- Add products to Brand categories.
- Maximizes growth, accelerates the rate of new customer acquisition along with the 3rd party.
- Drives sales through improved consumer awareness of Company brands along with the 3rd party.
- Develops transition plans for new programs.
- Owns e-commerce promotions and assortment decisions on consultation with the line manager, after collaborating with customers and internal teams for effective product assortment.
- Realigns online marketing and sales activities to align with customers' needs and achieve the sales goals.

HR cum Admin

September 2018 – October 2020

EDUFACE Academy for Advanced Studies

Thrissur, Kerala, India

- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Hiring, training, and inspiring college faculties to deliver their best in teaching students.
- Maintained open communications between staff, students and provided training & development.
- Providing support in the implementation of Payroll, HR processes and procedures.
- Managing employee relations, value, Assistance and wellness.
- Lead and directed volunteers and student leaders in building goodwill for the institution.

EDUCATIONAL QUALIFICATIONS

Master of Social Work (MSW)

Christ College (Autonomous)	Graduated
Affiliated to University of Calicut	CGPA-2.63
Thrissur, Kerala, India	Grade- B

Master of Business Administration (MBA- HR)

Lords Group of Institutions	Graduated
Affiliated to Bharathiar University (SDE)	Marks-64%
Thrissur, Kerala, India	Grade- B

Bachelor of Computer Application (BCA)

MES Asmabi College	Graduated
Affiliated to University of Calicut	CGPA-2.62
Thrissur, Kerala, India	Grade- B

Certificate in Junior Hardware Engineering (CJHE)

Squadra Academy	Graduated
Regd under Ministry of Corporate Affairs	Marks-80%
Government of India	Grade- A

SKILLS

- Organizing and Execution
- Effective Communication
- Project Management
- Human Resource Administration
- Conflict Resolution
- Reporting & Recruitment
- Strategic thinking & Decision Making
- Sales & Marketing

COMPUTER PROFICIENCY

- Microsoft Office
- Hardware Engineering
- Basic Programming
- HRIS Software's
- Adobe PhotoshopCS3

LANGUAGES KNOWN

- English (Proficient)
- Hindi (Intermediate)
- Malayalam (Mother Tongue)
- Arabic (Basic)

HOBBIES

Singing, Researching, Blogging.

PERSONAL DETAILS

Father's Name :	Mr. Abdul Salam K.M	Marital Status :	Single
Birthday :	23/09/1995	Nationality :	Indian
Gender :	Male	Passport No :	M4270101