



Rajesh A

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Professional Synopsis

A dynamic professional with **19 Yrs** of experience in Operations Management and Team Management in the Retail Industry/Logistics/Manufacturing. A keen planner, strategist & implementer with demonstrated abilities in HR and Admin Operations. An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible & detail-oriented attitude.

Growth Path

Nov 2022 -Mar 2024 as Showroom Manager

Feb2016- May 2022 as HR and Admin Manager

May 2013 - Oct 2015 as Administrative Manager.

Oct 2008 – Apr 2013 as Administrative Executive Officer.

Mar 2005 –Mar 2007 as Office Administrator and Project Manager

Organisational Experience

Jayalakshmi Silks-Kozhikode

Showroom Manager –Retail (Nov 2022 - Mar 2024)

- Supervise over 500 Employees with full responsibility for recruiting, interviewing, hiring and training of personal.
- Resolve employee relationship issues, evaluate conflicts and determine disciplinary actions.
- Scheduled executive travel and supported meetings.

- Documenting sales and rewarding employees for these accordingly.
- Handle all media and public relations inquiries.
- Overseeing the daily operations of the store, making sure it runs smoothly and effectively

Kingston Holding Fzc, Sharjah Free Zone (U.A.E)

Administration / Human Resource (Feb 2016 - May 2022)

- Managing all reports related to activities like Weekly M.I.S, updation of work process from the SAIF ZONE to Office
- Handling of All administrative works like new recruitment, visa processing, organizing travel schedule, visa stamping, Medical and all other statutory requirements.
- Maintaining personal records of all employees.
- Handling salary processing, attendance maintenance, leaves maintenance, handling of all day to day administrative works, employee transportation.
- Handling of Entire Pay Roll of the company.
- Maintaining Annual Leave Plan, Provision for Annual leave and Gratuity and End of Services Benefits.
- Performing a variety of field's concepts, practices, and procedures to judge, plan and accomplish goals.
- Interacting with key accounts and clients across different sectors and rendering those services related to.
- Training Programmes.
- Authorized Signatory of the company governmental works.

CMC Ltd. [TATA Group] –India

Administrative Executive - (Oct 2008 – Apr 2013)

- General Administrative duties.
- Manage General Manager's appointments and travel arrangements
- Plan and coordinate events, meetings and conference.
- Organize & Maintain company reports and accounting documents
- Maintaining the guest house, Stationary, Couriers and housekeeping.

Mathews Metal MFG. L.L.C- UAE

Office Administrator and Project Manager -(Mar 2005 – Mar 2007)

- Make sure that the project is completed on scheduled time
- Site measurement and material quantity
- Coordinating with the labors till the time of completion of the project. Resolving labor problems on the site during project works.
- Highly targeted and concerned about the cost cuttings during the mean course of the project

Academic Credentials

- **M.B.A from MS University – 2005**
- **B.B.M from Bharathiyar University in 2002 (India)**

Computer skills

- MS Office (Word, Excel, PowerPoint)

Personal Details

- Address: III.2.55, AR Nivas, Madichal, Marthandam
- Date of Birth: 16th July 1981.
- Driving License: India & International
- Languages Known: English, Malayalam, Tamil, Hindi