

# SHANIYAS PG



## CONTACTS

- +971 52 512 3543
- Sharjah
- shaniyaspg@gmail.com

## EDUCATION

- DIFA - DIPLOMA IN INDIAN & FOREIGN ACCOUNTING**  
G TEC - KOCHI (2013)  
(IAB Certified Level 3 as comparable to qualifications framework in England)
- BACHELOR OF SCIENCE**  
MAHTMA GANDHI UNIVERSITY (2013)  
BSc – Physics, Mahatma Gandhi University, The Cochin College, Kerala
- HIGHER SECONDARY**  
BOARD OF HSE (2009)  
SDPY G.H.S.S, Palluruthy, Kerala, State Board.
- SSLC STATE BOARD**  
ASSIA BAI E M H SCHOOL (2007)  
Kerala State Board

## SKILLS

- Interpersonal
- Communication & Motivation
- Multitasking
- Organization and Delegation
- Forward planning & strategic Thinking
- Problem Solving and decision-making
- Mentoring

## ACHIEVEMENTS

- Awarded as the Top Performer – Operations July 2021
- Awarded as the Consistent Performer – Operations August 2021

## SUMMARY

- Well Organised Assistant Manager with 6+ years' work experience includes similar role and responsible for the overall daily operations of an office environment along with my skills and capabilities also to work towards the goal and growth of the organization

## WORK EXPERIENCE

- ASSISTANT MANAGER – OPERATIONS | FEB 2019 - SEP 2021 | HTIC GLOBAL – INFOPARK KOCHI**
  - The multi-stage process of initiating and developing relationships with vendor and their services, needs for day-to-day operations and to ensure the quality is delivered and the fulfilment of its mission.
  - Liaise with product team and advise them the product need to focus on upcoming sales based on market conditions.
  - Provide the product information to marketing team which we focus to bring upfront.
  - Set the daily goals for the team leaders and support them to fulfil it.
  - Arrange meetings to discuss the standings and take measurements to fulfil the organization goals.
  - Liaise with manager and set KPI's for the members to evaluate the performance.
  - Works as sales in charge for the turkey products on six stations (UAE, Bahrain, Oman, Qatar, Kuwait and Saudi).
- SENIOR COORDINATOR | DEC 2014 - SEP 2018 INTER TRAVELEX TRAVEL & TOURS CO, KUWAIT**
  - Day to day operations, Customer service, Managing and coordinate units to support their task.
  - Oversees the day-to-day operations and Accounts of a unit and make recommendations to improve unit efficiency
  - Will be involved into relationship building with existing and new customers so that organization's objectives can be achieved.
  - To deliver the desired target numbers by maintaining customer service and relationship.
  - Providing products and services by evaluating the customer requirements.
  - Maintaining records and bookkeeping
  - Arranges and prepares reports for meetings. Assist and Support manager in office duties
  - Assist client if required.