

## SARAVANAN S.K

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### Objective

To join a reputed organization in need of comprehensive expertise in establishing, implementing and managing, my operational, managerial and soft skills for the growth of the organization and self.

### Work Experience

Employer : Bright Car Care. The co. provides value added Services to the car owners at the concerned automobile co. service outlets.  
Designation : **Business Development Executive**  
Duration : Dec 2017 to January 2020 (2 years 2 months)

#### Responsibilities :

- To increase company's business volume by persuading and motivating the Service Advisors, conducting activities and campaigns throughout the region.
- To ensure quality service to end customer.
- To check to supply products adequately in time
- To ensure timely payment disbursement from the service outlets and to take care of attendance, salary and welfare of my team.

Employer : **Arkan Security Management Solutions**  
Designation : **Security Administrator**  
Duration : Nov 2014 to Nov 2017

#### Responsibilities :

- To prepare and provide different departments of the client including Senior Management and Dubai Police Department with various corresponding reports viz; Incident & Event Reports, Safety Reports, Medical reports and other routine reports on a daily, weekly, monthly, and yearly basis.
- To give Power-Point Presentations on major events and other Operational Requirements.
- To assist the visitors in finding the lost or stolen items, missing kiths or kins, etc. as it was a lifestyle destination where I served.
- To keep record of the employees, viz; Attendance, Annual Leave Requests, Conduct Violation Reports, etc. and update the company Human Resource department regarding the same on time.
- To keep record of the office inventory, office furniture, Buggy Cars & other paraphernalia, along with their maintenance, warranty and replenishing as required.

Employer : **Orange Care Solutions (India) pvt Ltd.** The co. provides value added Services to the car owners at the concerned automobile co. service outlets.  
Designation : **Business Development Officer**  
Duration : January 2012 to Oct 2014 (2 years 10 months)

Responsibilities :

- To increase company's business volume by persuading and motivating the Service Advisors, conducting activities and campaigns throughout the region.
- To ensure quality service to end customer.
- To check to supply products adequately in time
- To ensure timely payment disbursement from the service outlets and to take care of attendance, salary and welfare of my team.

Employer : **PTC Builders Pvt Ltd.**  
Designation : **Store Supervisor**  
Duration : July 2010 to Dec 2011(1 year 6 months)

Responsibilities :

- To integrate ERP.
- To replenish the stock as per the set standard provided by the company.
- To keep the record of the existing stock on a day to day operation basis.
- To check the issuance of materials in accordance with the site engineer's dictation.

Employer : **Popular Vehicles and Services Ltd (Maruti Dealer)**  
Designation : **Senior Sales Officer**  
Duration : March 2007 to March2010 (3 years 1 month)

Responsibilities :

- To increase company's business volume by finding more customers
- As a consultant, advising the customer according to their need and buying power on various Maruti cars available for the best interest of the customer and the company
- Make myself available at all time at customer's disposal for their delightment and thereby placing company's goodwill on its apex.

Employer : **First Flight Couriers Pvt Ltd**  
Designation : **Business Executive**  
Duration : August 2004 to February 2007 (2 years 7 months)

Responsibilities :

- To increase company's business volume by finding new customers
- To manage the existing business by giving extreme customer support by being at the disposal every time delighting them and thereby placing company's goodwill on its apex.
- To ensure the disbursement of payment from credit clients promptly, not to affect the business run.

## Personal Skills

- Ability to understand the customer needs quickly and to give adequate advice which is in the best interests of both the customer and the company
- Maintains poise under pressure and weighs priorities.
- Excellent team player with maintaining professional relationships with peers.

<b>Academic Credentials</b>				
<b>Degree</b>	<b>Year of passing</b>	<b>Board/University</b>	<b>Institution</b>	<b>Class</b>
10+2	2004	Board of Higher Secondary Exams	Govt :Model B.H.S.S, Thycaud	Third class
SSLC	2002	Board of public Exams, Kerala	Govt :Model B.H.S.S, Thycaud	First class

<b>Training Attended</b>
<ul style="list-style-type: none"> <li>• Workshop on Customer Relations under Meraas –The Beach, JBR Dubai.</li> <li>• Metlife Management Induction School-1, issued by Pathshala - Metlife Learning &amp; development Academy.</li> <li>• Ideal Champ Training on Sales at Popular Maruti, Trivandrum, Kerala.</li> </ul>

<b>Computer Knowledge</b>
<ul style="list-style-type: none"> <li>• Ms Suite</li> <li>• Ms Office</li> <li>• C++</li> </ul>

### **Language proficiency**

<b>Language</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
English	y	y	Y
Hindi	y	y	Y
Malayalam	Y	y	Y
Tamil	Y	y	N

<b>Personal Information:</b>	
<b>Date Of Birth, Age &amp; Sex</b>	13/10/1986, 33 Yrs, Male
<b>Marital Status</b>	Single
<b>Hobbies</b>	Listening to music, singing, sightseeing, reading books, etc
<b>Father</b>	Shanmukanathan.S (Retired Govt. Employee)
<b>Mother</b>	Kasthuri.S (Home Maker)

**Passport No: L8507035**

### **Declaration**

I hereby declare that all the above statements are true to the best of my knowledge and belief.

**Saravanan.s.k**