



SHINITH

United Arab Emirates
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Professional Summary

A dynamic professional with over 10 years of extensive experience in business Operations and development of new business opportunities with a University bachelor degree in commerce & management studies. Proven experience in Operations Management, Facilities Management, Sales, Purchase, Public Relations, Administrations, Customer service etc.

Skills

- MS Office tools, MS Excel, Word, PowerPoint, Tally etc.
- Self-directed and quick learner who enjoys new challenges and taking initiatives.

Professional Experiences

Operations Officer -Facilities &Trading Services (02/2019 – 03/2021)

Techno Serve Employees Provision Services - (Division of Nano Gulf Oil Field Services) - UAE

- Handling Operations of Total Supply Solution / Fire & Safety equipment / Licensed Manpower Supply” in Mechanical, Electrical & Instrumentation Projects in various industrial sectors such as Oil & Gas, Power, Petrochemicals & Civil Construction in the Emirates .
- Communicate with facilities personnel at all organizational levels to promote a positive work environment.
- Formulate, Direct & coordinate business activities and policies to promote the company goals.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Negotiate or approve contracts and agreements with suppliers.
- Provide skilled and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Resolve customer complaints regarding Facilities and trading services.

Operations Executive – Transportations & Fuel Trading (09/2011 - 11/2018)

Star One Group of Companies – UAE

- Contact new and existing customer's to discuss their needs, and to explain how these needs could be met by specific rates and services.
- Scheduled and directed work activities while providing leadership and direction to company drivers and other operations staffs.
- Collaborate with sales teams to understand customer requirements, to promote the sale of company products, and to provide facilities support.
- Quote prices, credit terms, or other bid specifications.
- Secure and renew contracts and oversee environmental health and safety.
- Provided superior customer service, determined shipping rates and prepared detailed invoices.
- Managed trailer supply for direct loading, inbound loads, and return loads.

Admin & Accountant (Star One Group)

- Acts as Office Manager conducting all administrative support work.
- Manage staff, preparing work schedules and assigning specific duties.
- Ensuring that basic facilities, such as water and heating, are well-maintained.
- Preparing plans for the purchase of equipment, services, and supplies.
- Maintaining good supplier relations and negotiating contracts.
- Managing daily cash balances.
- Arranging financial audits and reviews as require.
- Manage payroll and MPF matters for Company, business units and subsidiaries
- Maintaining and transferring money between bank accounts as required.
- Maintain accurate financial and other records and activities.
- Maintaining Company Bank Accounts, Cheques & Other Financial Facilities.

Operations Executive (Loans & Facilities)

(01/2010-08/2011)

HDFC BANK – Kozhikode, KL

- Coordinated sales activities with marketing executive team.
- Conducting Verification checks for facilitating Credit card /Auto Loans / Consumer Loans /Personal Loans Processing.
- Managing Loan Disbursal Process end to end.
- Document and file work papers and audit procedures performed.
- Create customer awareness on additional services offered by Bank.
- Coordinating with physical verification team to get it done customers residences & Business verification.
- Create customer awareness on additional services offered by Bank.
- Deliver outstanding customer service to achieve customer satisfaction, retention and increase sales.

Educational Qualification

- Bachelor of commerce -University of Calicut, INDIA -2007.
- Plus Two Commerce -Higher Secondary board,Kerala-2004.
- SSLC - Board of Public Examination Govt.of Kerala -2002.

Personal Information

- Date of Birth : 30/05/1987
- Marital Status : Single
- Languages known : English, Hindi, Malayalam, Tamil
- UAE Driving licenseno : 741211
- Date of Expiry : 16/09/2023
- PassportNo. : S 0280118
- Date of Expiry : 17/04/2028