

DILEEP MOHANDAS T

HUMAN RESOURCE & HOSPITALITY MANAGEMENT

A highly accomplished, dedicated and disciplined individual recognized as a team player seeking to contribute and grow with a dynamic, progressive and innovative organization. Well versed with the conceptual knowledge of the HUMAN RESOURCE, BUSINESS & HOSPITALITY MANAGEMENT. Proficient in multi-tasking, problem solving and performance improvements. Possess excellent organisational, relationship management & analytical skills.

EXPERIENCE CHRONOLOGY

VIEW ASSOCIATES -HDFC BANK AUTO LOANS DSA TIRUR,
KERALA
07/2015 – 06/2017

RESPONSIBILITIES

- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Prepares reports by collecting, analyzing, and summarizing information.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Maintains quality service by establishing and enforcing organization standards.
- Contributes to team effort by accomplishing related results as needed.

Contact: VINOJ MV – +91-9446075277 (Manager)

ACADEMIC CREDENTIALS

Master of Business Administration

SB College of Management Studies (Affiliated to Bangalore University)
-2019

Bachelor of commerce

B.Com (bachelor of commerce overall grade "C+" (Affiliated to Calicut University) – 2016

Senior Secondary Certificate

Group (commerce), Higher Secondary school (State Board), Tirur
-2013

Higher Secondary Certificate

N.S.S.E.M.H.S School, Tirur-2010



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07th MAY 1994

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SKILLS

- TEAM ORIENTED LEADER
- NEGOTIATION SKILLS
- OPERATIONAL OVERSIGHT
- STRONG WORK ETHIC
- FORECASTING AND PLANNING
- EXCEPTIONAL FOLLOW-UP
- DELEGATING TASKS
- EFFECTIVE TIME MANAGEMENT
- ATTENTION TO DETAILS
- GOAL ORIENTED
- PRIORITIZING TASKS
- PERSISTENT
- DEDICATED
- CRITICAL THINKING

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL

ACADEMIC PROJECTS

- Design and Fabrication of HAND WATER PUMP WITH A PENDULUM.
- Design and Fabrication of ANTI-THEFT FUEL LOCKING SYSTEM using Digital code for Two wheeler.

CERTIFICATIONS

- Certificate in **Computer Hardware**, IHT institute Tirur
- Certificate in **Adobe Photoshop**, IHT

TECHNICAL SKILLS

Software tools	: Adobe Photoshop
Operating System	: macOS, Windows, Linux (User Level Exposure)
Programming language	: C, C++
Documentation skill	: Microsoft office
Areas of interest	: Human Resource, Healthcare, Operations Management, Logistics Management

CO-CURRICULAR ACTIVITIES

- Under went industrial visit in Railwheel Factory,Bangalore
- Under went industrial visit in Goodwill Fabrics Pvt. Ltd
- Attended Workshop on “Soft Skill Training”, SB college of management studies.
- Volunteered in Swachh Bharat Abhiyan, Bangalore.
- Attended Workshop titled “ Unleashing the creative potential”, Presidency College- Bangalore

STRENGTH

- Effective manpower handling skill.
- Ability to work in Team Environment.
- Good administration and communication skill.
- Disciplined working style.
- Talented in Pencil Drawing.