

ABOUT ME

Passionate in Operations and Coordination with 5 years of experience in UAE driving conversion rates and increasing revenue. Currently employed as Senior Specialist in B2B partner of Etisalat . Seeking a full time role of admin and operations/co-ordination to pursue my passion for developing effectively. I am able to handle multiple tasks and easily adaptable to work environment and always energetic and eager to learn new skills Well experienced in CRM like BITRIX, NUTSHELL, ODOO etc.

CONTACT

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Dubai, UAE

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LANGUAGE

ENGLISH ●●●●●●

MALAYALAM ●●●●●●

HINDI ●●●●●●

TAMIL ●●●●●●

PERSONAL DETAILS

NATIONALITY: INDIAN

VISA STATUS: SPOUSE VISA

MARITAL STATUS: MARRIED

HOBBIES



SIKHA PREMKUMAR

Admin & Operations

EXPERIENCE

2018 - 2022



OPERATIONS/ COORDINATION

B2B PARTNER ETISALAT / BUSINESS BAY DUBAI

Updating computer records using a database
Set clear team goals and work with them to achieve
Monitor team performance and report on metrics
Oversee day-to-day operation and support sales
Managed and maintained records and executed various clerical duties assigned by managers
taking part in recruitment processes/training of new employees
organizing meetings, providing support to sales executives

2017 - 2018

Dalma Office Equipment LLC

OPERATIONS EXECUTIVE

DALMA OEC / BUR DUBAI DUBAI

Directly responsible for all products ordered by the customer to be picked up shipped and delivered accurately
Ensure all non-conforming material (ncm) projects are completed
Maintain purchase and sales records
Oversee vendor activities and manage inventory
Support new person hiring and training

2013 - 2017



OFFICE IN CHARGE

INDIA POST / KERALA INDIA

Supervision over mail deliverers, Generated reports over work and handed over to superiors
Hosted weekly staff meetings to keep all employees up to date on company needs goals
Communicated with clients to improve and develop business relationship
Responsible to monthly close as well as maintenance of all accounting ledgers including monthly review of all account transaction and journal entries

EDUCATION

2009 - 2012

MASTER'S DEGREE IN COMPUTER APPLICATIONS

Dr John Matthai Center – University Of Calicut
Awarded Honors With 81 %

2006 - 2009

BACHELOR OF COMPUTER SCIENCE

Prajyoti Niketan – University Of Calicut
Awarded First Class With 83%

EXPERTISE

PROFESSIONAL SKILLS

Problem Solving
Flexibility
Communication
Computerskills
Teamwork
Responsibility

PERSONAL SKILLS

Willingness to learn
Adaptability
Integrity and loyalty
self-motivation
leadership
Professionalism