



SHINITH CR

United Arab Emirates
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Professional Summary

A dynamic professional with over 10 years of extensive experience in business management and development of new business opportunities with a University bachelor degree in commerce & management studies. Proven experience in Sales, Business development, Operations Management, Facility Management, Procurement, Managerial & Supervising etc.

Skills

- MSOffice tools, MSEXcel, Word, PowerPoint, Tally etc.
- Self-directed and quick learner who enjoys new challenges and taking initiatives.

Professional Experiences

Sales Executive -Facilities & Services

(02/2019 – 07/2020)

Techno Serve Employees Provision Services- UAE

- 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 services.
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Operations Officer - Transportations & Fuel Trading

(09/2011 - 11/2018)

Star One Group Companies – UAE

Business development

- Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific rates and services.
- supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security
- Visit franchised dealers to stimulate interest in establishment or expansion of leasing programs.
- 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.

Operations & Facilities coordinator.

- 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.
- Researching and evaluating prospective suppliers.
- Supervise other clerical staff and provide training and orientation to new staff.
- Inspect or test materials, stock, vehicles, equipment, or facilities to ensure that they are safe, free of defects, and consistent with specifications.
- Ensuring that facilities meet government regulations and environmental, health and security standards
- Oversee procurement and maintenance and upgrade overall facility as required.
- All other duties requested by the management.

Audit Assistant (Loans & Facilities)

(01/2010-08/2011)

P. VIJAYKUMAR & Co- Kozhikode, KL

- Writing up of Books and Finalization of Accounts of trading, manufacturing, Service and non Profit organizations.
- Preparations of Various Accounting reports like Ageing Analysis, Income %
- Other relevant accounting works.

Core Competencies

- Purchase Management, Human Resources, Customer Service, Finance Strategies, Training & Development, Category management etc.

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 license no. : 741211
- Date of Expiry : 16/09/2023
- Passport No. : S 0280118
- Date of Expiry : 17/04/2028
- <https://www.linkedin.com/in/shinith-cr-a8947b167/>