



SURUR BASHA

Personal Info

Date of Birth

23-10-1994

Address

khalifa Street
Abu Dhabi, U.A.E

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Professional Summary

A Bachelor of commerce, graduate with more than 6 years of experience in Operations, Administration and client relationship. Confident and personable professional who excel at prioritizing completing multiple tasks simultaneously to achieve project goals. Seeking a role of increased responsibility and authority

My objective is to work with an organization that provides opportunities to utilize the skill to the maximum learning more about professional and changing aspects of the industry and improving the overall abilities of an individual and to work hard with full determination and dedication to achieve organizational as well as personal goals.

Skills

- Revenue and profit maximization
- Enthusiastic and self-motivated
- Relationship building and rapport
- Decision making and problem solving
- Strategic planning
- Critical and creative thinking
- Database management
- Business development and planning
- Flexibility and team work
- Organizational and prioritization skills
- Financial management
- Time management
- Excellent verbal and written conversation skills

Work History

OPERATIONS INCHARGE

Crystal clarity building cleaning, Abu Dhabi, U.A.E.

- Managing a team of approximately 100 employees in a busy work environment.
- Negotiating contracts, ensuring that they balance value and risk.
- Establish and implement departmental policies, goals, objectives, and procedures.
- Creating, managing and analyzing performance data and other information.
- Encouraging, identifying and developing best practice strategy.
- Ensuring compliance to all Environmental Health & Safety goals & objectives.
- Producing Operations manuals which define how the business is to be run.
- Working closely with the Financial Manager, Facilities Manager, IT Manager & HR department.

Languages

- ARABIC (Read and Write)
- ENGLISH (Fluent)
- HINDI (Fluent)
- TAMIL (intermediate)
- MALAYALAM (Native)

2014-09 -
Current

2013-04 -
2014-09

OFFICE INCHARGE AND INSURANCE ESTIMATOR

All pro auto service center, Musaffah, Abu Dhabi, U.A.E

- Assist managers in day to day co-ordination & management of business operations activities
- Maintain clear & accurate documents for reference purpose.
- Meet clients and follow up on cheque collection.
- Cheque related activities such as collection and depositions.
- Also deals in insurance estimating on car accidental claims.
- Estimates the most accurate quotation and get the claims.

2014-04 -
2014-09

SALES REPRESENTATIVE - (Part Time)

Logic sports goods trading, Abu Dhabi, United Arab Emirates

- Sales and marketing of sports goods in the market.
- Deals with selling of commodities to schools and other organizations where there is need of spot items.
- Collecting orders from clients and providing them with quotations and complete the order on time.
- Meet clients and follow up on cheque collection.

Education

2016

Bachelor of commerce (Bcom)

- Periyar University(distance education) My Campus Abu Dhabi UAE 2016
- Project done on Brand Awareness of an cake and bakes company located in Dubai, U.A.E
- Graduated with 60% GPA

2012

Higher Secondary: Commerce

Indian Islahi Islamic School, Abu Dhabi. UAE

- Passed with 70% GPA.

Areas of expertise

- Performance management
- Financial control
- Customer satisfaction
- Staff training
- Margin performance
- Commercial awareness

Licenses

- Valid UAE Light Vehicle Driving License.

Interests

- Administration.
- Human Resource Management.
- Event Management.
- Marketing Coordinator.
- Business Development.
- Insurance.
- Investment Analyst.

Hobbies

- TRAVELLING
- DANCING
- VIDEO MAKING
- CONTENT CREATOR
- ORGANIZING EVENTS
- RIDING BIKES
- TREKKING AND CAMPING

I confirm that the information provided by me is true to the best of my knowledge and belief.