



**MANJITH K U**  
**Operations Manager - MBA**

**CONTACT - UAE +971-504145526**

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**ACADEMIC CREDENTIALS**

- BCA 2013 – 2016
- MBA 2016 - 2018

**SOFTWARE KNOWLEDGE**

MS Word, MS Excel

**LANGUAGES KNOWN**

Language	Read	Write	Speak
English	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Hindi	Yes	Yes	Yes

**PERSONAL DETAILS**

Gender : Male  
 Date of Birth : 09/06/1996  
 Nationality : Indian  
 Marital Status : Married  
 Mother tongue : Malayalam  
 Visa Status : Visit Visa valid until Mar 28  
 Passport No & Validity : P0816107 - 19/09/2026

**CAREER OBJECTIVE**

**4 Years** experienced Business Operations Manager focused on supporting cross-functional teams to increase productivity and customer satisfaction. Retain strong leadership and interpersonal skills and advance strategic plans and sales objectives set forth by management. Develop policies to keep the organization's budget low including operations, maintenance, and labor costs.

**KEY SKILLS**

- Collaboration.
- Team building.
- Strategic planning.
- Data analysis.
- Time management.
- Organization.
- Adaptability.
- Budget management.

**KEY RESPONSIBILITIES**

- Researching and tracking of loan disbursement, files verification
- NOC processing and dispatching security loan stationaries
- Supervising a team of 15 members for store operations
- Providing administration facilities to the operation team.
- Handled recruitment from entry-level to senior-level positions
- Handling both permanent and contract to hire positions
- Managed full cycle recruiting process in various departments
- Managed employee records and employee personal files
- Maintain strong relationships with consultancies
- Administrated walk-in interviews

**EXPERIENCE**

- **Operations Manager** – Manappuram Finance LTD-India 3 years
- **Talent Acquisition – HR** - Manappuram Finance LTD-India 1 Year

**DECLARATION**

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

**MANJITH K U**