

SURESH KUMARM.K

Sharjah, United Arab Emirates

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Objective



Senior level assignments in Category Management – Executive editorial - Desk, Scheduling, IT Operations. Stores, procurement and admin portfolios

A Competent professional with qualitative experience in Page making, production and also in EDP Dept. Effective communicator, combined with flexible and detail oriented attitude with ability to interact and negotiate effectively with people of diverse backgrounds.

CAREER HIGHLIGHTS

Worked as Administration Officer & Stores Keeper at Novo Health Care LLC Group of Pharmaceutical Company, Sharjah from July 2018 to December 2020. Salsabeel Medicine Store is a part of Novo Healthcare which has presence all over UAE having business verticals in Clinics, Pharmacies and Diagnostic Centre. Below are the various responsibilities handled during the employment period.

As Administration Officer

- ➔ Manage office supplies stock and place orders
- ➔ Prepare regular reports on expenses and office budgets
- ➔ Maintain and update company databases of office supplies and stock
- ➔ Organize a filing system for important and confidential company documents
- ➔ Answer queries by employees and clients
- ➔ Update office administrative policies as and when needed
- ➔ Maintain a company calendar of events and schedule appointments
- ➔ Book meeting rooms and maintain the schedule for various stake holders, as required
- ➔ Distribute and store correspondence (e.g. letters, emails and packages)
- ➔ Arrange travel and accommodations of staff and management
- ➔ Schedule in-house and external events by coordinating with different departments

As Store Keeper:

- ➔ Verification of invoices, stock updating along with expiry management
- ➔ Document control over all records which make stock accurate

- ➔ Maintaining pharmaceutical stock, creating inventories and ordering accordingly.
- ➔ Picking up the requested stock according to their needs after verified with the PO's
- ➔ Made effective and appreciable stock validation.
- ➔ Communicating with the in charges about the liquidation of counter sale products.
- ➔ Control over the all stocks together with pharma and non-pharma items.

Worked from 23rd June 1992 to June 2018 (26 years) for Indian Express, a leading and esteemed Print Media firm in India having various publications as Loksatha, Samakalin, Jansatha, Express Computer, Financial Express etc.

Post Held.Senior Executive in Editorial Department,

Key Responsibility Areas:

- To Co-ordinate with Press Release personals and agencies for preparing programme schedules and Listing.
- Preparing calendar pages for Metropolitan cities within the country which covers Television programme on daily basis, Crossword, Sudoku, Jumbles, Cartoons.
- Social Programme listing on daily basis held within the city which includes all Camps, workshops, Art exhibition etc.,
- Sending the page to the press after preparing and proof reading the same.

Post Held: EDP Executive in EDP (IT) Department,

Key Responsibility Areas:

- To Co-ordinate with User Dept for rectifying technical and programming issues faced by the users.
- Installing packages and network needed at User level.
- Doing Database updating and sending the same to other centers.
- Doing entire system backups on daily basis (Circulation, Advertising and Accounts)
- Generating and printing Advertising Bills and sending to concerned department.
- Rectifying of any discrepancies in Release Orders of Scheduling dept.

Worked as Documentation clerk and Computer Operator for M/s Karthikeya Agencies Pvt. Ltd., Mumbai from 1988 to 1992 . This firm was involved in exporting Newspaper to Middle East Countries of Dubai and Saudi Arabia.

Key Responsibility Areas:

- Supervising Packing and dispatch Department.
- Preparing Bills (Transportation and Freight) and Data Entry Operations.

OTHER CORE COMPETENCIES INCLUDE

- Diploma in Graphic Design
 - Good knowledge in handling computer application –MS word, Excel, PowerPoint, Adobe Photoshop, Adobe PageMaker, Adobe Illustrator , CorelDraw. QuarkXPress, News wrap.
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EDUCATIONAL AND TECHNICAL QUALIFICATION:

B.Com Completed From Calicut University.
SSLC (Matriculation) from Kerala State Educational Board

Visa Status : Visiting

PERSONAL DETAIL

Date of birth : 6th March, 1966
Marital status : Married
Pass Port # : L 4813662
Driving License # : MH 0520140011116 (LMV) (India)
Languages Known : English, Hindi, Malayalam, Marathi, Tamil and
Gujrathi
Personal Qualities : Positive Attitude and Good Communication Skill.