



PREETHU PRASAD

- ✉ | pituprasad@gmail.com
- 📞 | +971 508592909
- 🖱 | <https://www.linkedin.com/in/preethu-prasad-b4b485129/>

📍 **United Arab Emirates**

🖱 | <https://www.linkedin.com/in/preethu-prasad-b4b485129/>

📅 06-02-1993 🏠 Married

Educational Chronicle

🎓 **Master of Business Administration**

Finance & Human Resource
Rabindrath Tagore University
2023-Pursuing (Final Year)
Muscat , Oman

🎓 **MSc. Computer Science**

Bharathiar University
2014-2016
Kerala , India

🎓 **Bachelor of Computer Application**

Bharathiar University
2011-2014
Kerala , India

Technical skills

- Microsoft Office Suite ● ● ●
- C, C++, Java ● ● ●
- Visual Basic 6.0. ● ● ○
- Python, SQL ● ● ○

Objective

Dedicated and detail-oriented professional with expertise in coordinating administrative functions to streamline operations for Senior Management in Muscat, Oman. Proven ability to streamline operations, enhance productivity, and drive revenue growth. Adept at managing diverse tasks and collaborating with cross-functional teams. Seeking a challenging position to leverage organizational and interpersonal skills in a dynamic environment.

Work Experience

● ADMINISTRATION CUM SALES COORDINATOR (GCC Experience)

Elite International Information Systems LLC, OMAN
Jan 2018 - Present

- Coordinates administrative functions, including scheduling, travel arrangements, processing invoices, financial entries in accounting software ,payment request and expense reporting for senior management.
- Facilitates effective communication between sales teams, clients, and internal departments, ensuring seamless workflow.
- Prepares and analyzes sales reports, identifying trends and providing actionable insights for sales strategy improvement.
- Provides comprehensive support to the sales team, managing inquiries, quotations, and order processing.
- Conducts market research to identify potential clients and industry trends. Monitors and maintains inventory levels to ensure product availability for timely order fulfillment.
- Develop engaging and visually appealing content for social media platforms (Instagram, Facebook, Twitter, LinkedIn, etc.)to promote our company's products.

● INFORMATION TECHNOLOGY FACULTY

St.Johns visitation Public School,Kerala India
June 2016 - Oct 2017

● CUSTOMER RELATIONS OFFICER

Federal Bank Ltd., Kerala, India
Oct 2015 - April 2016

Skills

- + Creativity
- + Communication
- + Meeting deadlines
- + Ability to Work Under Pressure
- + Leadership & Conflict resolution
- + Teamwork
- + Adaptability
- + Friendly
- + Critical thinking
- + Resilience
- + Decision Making

Leisure Interests



Key Personal Details

Languages Known

English	<input type="range"/>
Hindi	<input type="range"/>
Malayalam	<input type="range"/>
Tamil	<input type="range"/>

Passport Details

Nationality	:Indian
Passport Number	:P5861474
Expiry Date	:12/01/2027

Reference

Available on Request

Declaration

I hereby assure that all the information provided above in my resume is true. I assure my service to your organization be made remarkable by best use of my knowledge and caliber

Preethu Prasad

Date: