



# PREETHU PRASAD

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📍 **United Arab Emirates**

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

📅 06-02-1993    🔄 Married

## Educational Chronicle

🎓 **Master of Business Administration**

Finance & Human Resource  
Rabindrnath 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	<div><div></div></div>
Hindi	<div><div></div></div>
Malayalam	<div><div></div></div>
Tamil	<div><div></div></div>

### 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: