



SREEJITH SREENIVASAN

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UAE

ACADEMIC CREDENTIALS

- Nov 2009 **MBA (MARKETING)**
 - Madurai Kamaraj University, Chennai, India.
- Dec 2010 **PG DIPLOMA IN RETAIL MANAGEMENT**
 - Madurai Kamaraj University, Chennai, India
- Sep 1999 **B. Com ACCOUNTING**
 - Kerala University
 - S.N College Kollam, Kerala
- Apr 1995 **PDC COMMERCE**
 - Kerala University
 - Govt. College Chavara, Kollam,
- Mar 1993 **SSLC**
 - Board of Public Examination, Kerala, India
 - Craven LMS, Kollam, Kerala

COMPUTER PROFICIENCY

- MS Office ★★★★★
- Accounting Basics ★★★★★
- Internet & Email ★★★★★

LANGUAGES KNOWN

- English ██████████ 100 %
- Malayalam ██████████ 100 %
- Hindi ██████████ 85 %
- Tamil ██████████ 85 %

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Work Ethic
- Strategy & Development
- Leadership
- Decision-making
- Time Management
- Interpersonal ability

EMPLOYMENT CHRONICLE | 20+ years' Experience

GENERAL MANAGER | 02nd Oct 2020 - Present DR. ASISH MEDICAL CENTER AJMAN & UMM-AL-QUWAIN

- Responsible for Overall activities of the centre.
- Developing key performance goals and managing the performance of staff.
- Creating and implementing strategies for business growth.
- Hiring new staff within a department.
- Ensuring that departments or units deliver quality offerings to clients.
- Working closely with account managers and other senior staff to retain clients.
- Developing new solutions to meet client needs.
- Improving internal processes for better productivity.
- Overseeing large projects and interpreting performance reports
- Managing the budget and monitoring the financial health of a location or business unit.

ADMINISTRATION & FACILITY MANAGER | 03rd Mar 2019 – 30th Sep 2020 AMTEK MEDICAL CENTER AJAMAN, UAE

- Responsible for Marketing, planning, implementation.
- Coordinating Medical, Dental Camp & other promotional activities
- Manage and coordinate all marketing, advertising and promotional staff and activities.
- Conduct market research to determine market requirements for existing and future products.
- Analysis of customer research, current market conditions and competitor information.
- Maintaining Patient relationship, Conducting CME/BLS Programs & Handling of Accounts
- Communicating with Insurance companies and dealers.
- Ensuring that facilities meet government regulations and environmental, health and security standards

AREA OF EXPERTISE

- Administration & Channel Sales
- Retail Management
- Computer Operation & Cash
- Training & Development
- Team Supervision
- Handling Correspondence Independently
- New Business Development.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 25/10/1976
Nationality : Indian
Marital Status : Married
Passport Number : U0608422
Visa Status : Employment
Date of Expiry : 13/10/ 2022

Permanent Address:

Cheppallil House
Kavanad PO, Kollam,
Pin: 691003, Kerala, India

DRIVING LICENSE DETAILS

Holder of Valid **UAE & Indian** Driving Licence

REFERENCE

- Available upon request

- Conducting staff meeting on regular basis and Scheduling duties to staff.

ADMINISTRATION & FINANCE MANAGER | 05th Oct 2017 – 01st Mar 2019 **INTERNATIONAL MEDICAL CENTRE RAK, UAE**

- Responsible for evaluation administrative programs.
- Managing of Clinical day to day activities
- Recruitment of Staff, Handling of Accounts
- Documentation of MOH license, Visa and Labour card.
- Coordinating Medical, Dental Camp & other promotional activities.
- Purchase of medical and Dental Equipment.
- Maintaining Patient relationship.
- Communicating with Insurance companies and dealers.
- Conducting staff meeting on regular basis and Scheduling duties to staff.
- Salary calculation and WPS depositing.

MANAGER OPERATIONS (STORES & DISTRIBUTION) | **02nd Apr 2013 – 05th Sep 2017** **SREEVINAYAKA AGENCIES, KERALA, INDIA**

- Overall Management of Stores & Distribution.
- Appointing new dealers & Promoters
- Monitoring Sales & Services, Tracking Primary & secondary.
- Recruitment & training, Performance analysing & Monitoring.
- Achieving month to month sales & collection targets.
- Keeping update of market information's.
- Maintaining good relationship with dealers as well as Customers.
- Reduction of overdue outstanding from the Market.
- Manpower development & Grievance handling.

TERRITORY MANAGER / FIELD FORCE AREA SALES MANAGER | **Nov 2009 - Mar 2013** **NOKIA INDIA PVT. LIMITED**

- Managing Field Force Team.
- Mapping & Appointing new Dealers, Promoters & Distribution Areas
- Consolidate Market intelligence.
- To ensure ethical & Moral Code of conduct in team.
- To maintain team effectiveness.
- To nourish and groom individual talents in team.
- Maximize sell through as well as sell out.
- To uphold the vision and values of the organization.

SALES MANAGER /TEAM LEADER/SALES EXECUTIVE | Feb 2001 - Oct 2009 **IDEA MOBILE COMMUNICATIONS**

- Franchise management.
- Business Development.
- Public Interaction.
- Conducting campaigns, seminar, and demonstrations.
- Identifying distribution pockets.
- Training for new joiners.

DECLARATION

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

SREEJITH SREENIVASAN