



# 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 | 02<sup>nd</sup> 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 | 03<sup>rd</sup> Mar 2019 – 30<sup>th</sup> 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 Visa  
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 | 05<sup>th</sup> Oct 2017 – 01<sup>st</sup> 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) |** **02<sup>nd</sup> Apr 2013 – 05<sup>th</sup> 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**