Mr. ABC

Mobile: +91 xxxxxxxxxxx /xxxxxxxxx ~E-Mail: xxxxxxxxxxxxx

Linkedin:

Seeking mid-level assignments in Administrative Operations with an organization of high repute

SYNOPSIS

- ♦ Combined multi-disciplinary experience across functions to optimize the entire administration of business.
- Enterprising leader with a solid record of contributions that streamlined operations, invigorated businesses, heightened profitability and enhanced internal controls.
- Directed cross-functional teams using interactive and motivational leadership.
- Well-rounded leadership, strategic planning, integrated marketing & business development experience.

CORE COMPETENCIES

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|---|----------|----------------|
| • | Rucinacc | Administration |
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- ♦ Strategy Management
- ♦ Technical Operations
- ♦ Quality Control

♦ Business Management

- ♦ E-Business
- ♦ Team Management
- Customer satisfaction

ORGANISATION SCAN

ABC Enterprises | Designation | Nov'12 - till now

Key Deliverables:

- Directing the activities and productivity of a department or entire organization.
- Responsible for hiring, terminating and training staff and ensuring performance goals are met and set
- Developing schedules and performing operations to help company sustain and grow programs and service.
- Managing administrative functions to ensure smooth and efficient operations of the organization.
- Supporting the organization's strategic alliances and partnership.
- Attending and presiding over meetings and participate in strategic planning.
- Representing the organization to the public, key stakeholders and business partner.
- Planning and implementing the annual calendar of activities including special events and the official administrative acts.
- Creating budgets and track expenditures and also creating presentations for meetings.

XYZ Company | Designation | Since Dec'10

Growth Path

CS Manager | Dec'10-Jul'11

Feedback and Quality Consultant | Jul'11-Apr'12

Key Deliverables:

- Handled operations based on online marketing and
- Developed and administered systems, reports as well as scheduled inventories and looked after project completion dates
- ♦ Provided managerial help to electronic commerce and electronic business of the organization
- Examined and defined the market for product growth within limited market segments
- ♦ Allocated the responsibilities for the execution of marketing strategies and growth of business
- Promoted products and services directly to on-line customers, incorporated customer touch points and tracked behaviors changes by web metrics

- Held responsibility for identifying, supervising and assess on-going web associations and partnerships
- Responsible for allotting entrepreneurial goals of electronic commerce within the organization
- Made sure that the organizational objectives are achieved in alliance with the pre-determined norms and standards
- Played an important in cross-functional team task and thus increased customer database of the company

TRAININGS/WORKSHOPS

♦ Attended training on Switching Technology, Cisco Switches's Architecture, Basics of LAN Troubleshooting, Smart Care Technology, Introduction to the Network Technology and Basics of Networking

COURSES

♦ Completed ITIL V2, a HCL certified Team Manager training course

ACADEMIA

Additional Qualification

Holds following certificates:

- ♦ BQT from xxxxxxx
- ♦ CISCO Certification

IT SKILLS

♦ Well versed with Windows, Networking, CCNA, Lotus, Eudora MS Office and Internet Applications

PERSONAL DOSSIER

Date of Birth : xxxxxxxxxxx Languages Known : xxxxxxxxxxxx