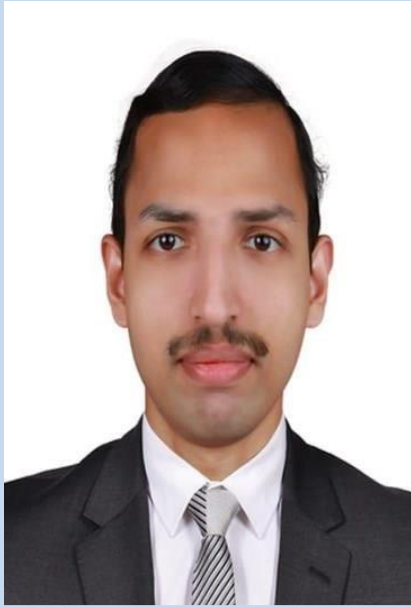


MANNETHU GEORGE ABRAHAM



Contact

+971 502337307 (call and whatsapp)

Email

georgeam.6@gmail.com

Languages

English, Hindi, Malayalam

Professional Synopsis

Al Sakb Computer Devices & Mobile Phones Tr. L.L.C.
(February 2023 - February 2024)
Careerlinked Education Council (June
2018 - November 2022)
ATS Services Pvt. Ltd
(December 2017 - March 2018)
RR Insurance Brokers Pvt. Ltd (June
2016 - July 2017)

Educational Credentials

Master of Business Administration
(2013-2015) GGSIPU, New Delhi
Bachelor of Business Administration
(2010-2013) GGSIPU, New Delhi
Senior School (2009-2010)
CBSE Board
Secondary School (2007-2008) CBSE

Personal Profile

Date of Birth: 21st December 1991

Gender: Male

Religion: Christian

Marital Status: Single

Nationality: Indian

Passport Number: U8426304

Visa Status: Residence Visa (UAE) valid till May 2025

Summary

Extensive background of employment assistance to people from diverse cultural environment with great enthusiasm, determination and a proven track record of client satisfaction.

Duties and Responsibilities

Al Sakb Computer Devices & Mobile Phones Tr. L.L.C. (Sharjah)

[Position - HR Executive]

- ❖ Implement effective sourcing, screening and interviewing techniques
- ❖ Responsible for the end-to-end recruitment process
- ❖ Provide customer satisfaction by coordinating with the sales team
- ❖ Assess training needs and coordinate learning and development initiatives for all employees
- ❖ Manage employees' grievances
- ❖ Maintain proper safety standards for all the employees
- ❖ Monitor the daily attendance report for all the staffs
- ❖ Oversee daily operations of the production department

Careerlinked Education Council (Margdarshak)

[Position - HR Business Development Executive]

- ❖ To hire real/virtual human resources in the field of counseling
- ❖ To supervise the teams performance for the successful accomplishment of the monthly business and perform the assigned tasks.
- ❖ Update monthly date-wise work activities and remuneration of working staffs.
- ❖ Arrange training for real/virtual staff in order to provide proper guidance to the youngsters.

ATS Services Private Limited [Position - Collection Executive]

- ❖ Make outbound calls to remind customers about delinquent accounts about their overdue payments
- ❖ To ensure payment dues are collected

RR Insurance Brokers Private Limited [Position - Operations Associate]

- ❖ Collecting MIS records from portal and arranging the same with respect to the relevant branches and sending the client records to relevant branches
- ❖ Arranging renewal notices of policies pertaining to general insurance by coordinating with the relevant insurance companies and sending those notices to respective clients pertaining to different branch
- ❖ Arranging cheque collection from the customer by coordinating with the respective branch
- ❖ Punching the renewed and fresh policies in the relevant client code pertaining to relevant branch
- ❖ Taking follow-up from the client regarding renewal of policies

Key Skills

Attributes

Exceptional Communication, Presentable, Time Management, Leadership, Positive Attitude, Integrity, Self-confident, Relationship Management, Team Management

Computer Proficiency

- HTML, Microsoft Word, Excel, Power Point and Outlook