

SURJITH CK

OPERATIONS EXECUTIVE, ADMIN CUM ACCOUNTS



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Sitra, Bahrain



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PERSONAL DETAILS

Date of birth: 15.10.1986

Nationality: INDIAN

Driving License: YES

Marital status: MARRIED

EDUCATION

MBA

**University of Madras / CHENNAI
, TAMIL NADU / 2011**

Specialization: Human Resource

BBA

**Calicut University / CALICUT /
2008**

Qualified HR Administration Executive and Experience as Operations Supervisor, Admin Cum Accounts with more than 9 years.

Hands on experience in Project and Administration Management in the B School Education Institute industry. Strong understanding in the areas of Administration, Logistics Operation and Accounts.

WORK EXPERIENCE

RSA GENERAL TRADING LLC (JOTUN POWDER COATINGS)

OPERATIONS CUM PURCHASE EXECUTIVE

1. Handling the entire Jotun Powder Coatings dealings in Bahrain Branch
2. Import and Export of the product
3. Handling, arranging & Coordination of the products in warehouse.
4. Arrange the powders as per customer orders
5. Quoting price for the enquires and arrange the powders as per LPO.
6. Maintaining the records of all stocks, preparing the reports and send it to Jotun Head Office.
7. Follow up with the payments.
8. Handling the accounts and book keeping

Al Talib Shipping Company Jun 2019 till present

OPERATIONS, ADMIN CUM ACCOUNTS

1. Supervising/ Handling warehouse operation- Storage of materials, material deliveries, quality and quantity checking, documentation and allocating tasks to operators, workmen and drivers as per the job requirement
2. Ensure the right quantity of the right product is moved out of the ware house to the right customer.
3. Coordination with our clearing agent

SKILLS

- DECISION MAKING
- LOGISTICS SUPPORT
- PROJECT COORDINATION
- OPERATION MANAGEMENT
- COMMUNICATION
- TEAM WORK TIME MANAGEMENT

COURSES

CERTIFIEDCOURSE IN FOREIGN ACCOUNTING

TALLY ERP9

LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

Techno park
Oct 2018 - May 2019
Bahrain

4. Maintain record of all the stocks issued/entered in the warehouse and process it through proper documents.
5. Make sure that deliveries were done on time without any negative outcomes
6. Managed and assigned tasks to the drivers and other logistics personnel Support to Accounts department, Book Keeping and preparing Invoices.
7. Following up with customers by sending SOA
8. Supervising the Loading / Unloading of materials and ensure accuracy of the documents for incoming and outgoing shipment.
9. Import and Export Coordination.
10. Tracking shipment and informing the status of ETA and ETD to Clients as per request.

MARKETING EXECUTIVE & ADMINISTRATOR

1. Marketing and developing the business
2. Participate in creating and implementing training programs
3. Maintain training records(e.g. trainee lists, schedules, attendance sheets)
4. Prepare and disseminate material(e.g. instructional notes, feedback forms)
5. Handle accounts receivable and ensure invoices are paid
6. Resolve issues as they arise onsite
7. Submit reports on training activities and results
8. Recommend improvements or new programs
9. Ensure employees and vendors follow established policies

**Skynet World wide
Express**
BAHRAIN
June 2014 – June
2018

OPERATIONS COORDINATOR SKYNETWORLDWIDEXPRESS

1. Monitor, control and manage business operations to meet customer expectations and company goals.
2. Liaise between customer and management to ensure smooth operations delivery.
3. Coordinate and manage project tasks to ensure project delivery within allotted budget and timelines.
4. Ensure compliance with company standards and procedures.

5. Build and maintain strong customer relationship through regular meetings and communications.
6. Evaluate current operational performance and provide strategic plan for improvements.
7. Provide direction and guidance to internal teams to achieve performance targets.
8. Identify problems in operations process and resolve them in quickly and timely manner.
9. Follow standard operating procedures for efficient business operations.
10. Maintain clear and accurate operations documents/procedures for reference purposes.

**Indian Institute of
Management
KOZHIKODE**
**Aug 2012 – Aug
2013**

● **PROGRAMME ASSISTANT**

1. Interaction with all the MNC's Executives who comes and get trained and coordinate the Programme as well for Management Development Programme.
2. Coordinating all executive programs like Management Development Programme as well as Faculty Development Program.
3. Ensure coordination with the Faculties as well as participants
4. Coordinate meetings, including travel arrangements and expense reports.
5. Provide administrative and logistic support to the Project Office.
6. Provide logistical support for all project training courses, seminars and workshops.
7. Front end of each sponsored as well as open projects. Retain all project files and documents.
8. Establish and maintain the project's information management system.

**After Rain
VFX, Kerala**
**May 2011 -
May 2012**

● **HR ASSISTANT**

1. Payroll preparation including leave sheets, PF's, net salary etc. for the Employees
2. Responsible for all New Hire Orientations.
3. Administrator for HR System.
4. Process employee performance reviews.
5. Review and process benefit billings.