**CURRICULUM VITAE** **E**

ADARSH K BALAKRISHNAN

Thrissur, Kerala, India

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**An Executive MBA (Finance & Marketing) Graduate, working overall 5 Years in different fields .Currently working in ‘URBASER Bahrain WLL’ in Bahrain as an HR Administrator and Store In charge (June 27th 2016 onwards**

###### KEY SKILLS

* **Export & Import**
* **BL Documentation**
* **E- Commerce**
* **HR**
* **Store & Warehouse**
* **Purchase**
* **Accounts**
* **Logistics**
* **Inventory Management**
* **Operation**
* **Payroll Management**
* **Customer Support**
* **Quality**
* **Finance**
* **Marketing**

###### PROFESSIONAL QUALIFICATION

* Working in ‘**URBASER Bahrain WLL’** in Bahrain as an  **HR Administrator and Store In charge (June 27th 2016 Onwards)**

**Company Profile**

* ACS, Actividades de Construccion y Servicios, is a world reference in infrastructure activities, industrial services, energy and environmental.
* URBASER, is the head of environmental area dedicated to development activities:
* - Street cleaning
* - RSU collection
* - Treatment, recycling and energy recovery
* - Integral energy management
* - Management of green areas
* - Integrated management of the water cycle

**Job Profile**

* Working in Fleet and Logistics management field in workshop premises as an administrator under Operations.
* Involved in transportation, stock control, warehousing and monitoring the flow of goods.
* Collect/approve all timecards and calculate payroll for employees, and transmit to payroll service.
* Distribute payroll and employee reimbursement checks.
* Prepare the attendance of workshop people and OT maintained by myself.
* Develop compensation and benefits plans
* Support and suggest improvements to the entire recruitment process
* Ensure HR staff addresses employees’ requests and grievances in a timely manner
* Maintain HR procedures that comply with labor regulations
* Implementing performance review procedures (e.g. quarterly/annual and 360° evaluations)
* General Operating services / expenditure items including Direct and In-Direct materials, imported materials, Machineries and Equipment hiring.
* Ensuring that Purchasing transactions are carried out in a fair and transparent manner
* Dealing with all level of people including Suppliers and labours through Mails, telephone or directly
* Prepare and review weekly and monthly reports of various and make Recommendations if needed.
* Monitors the use and inventories of spare parts, maintenance of supplies.
* Maintain the price list of all the spares of Operations Items.
* In charge of Diesel Pumpers, washing Team, Store, Purchase and administration
* Handling stores for Operations and make sure it runs smoothly, cleanly and meets any budget or service goals
* Store Keeping, Inventory Control, stock control ,Vendor Development ,Vendor Management, purchase materials,
* Make sure the store is stocked, clean and in proper working order, create and maintain budgets, and coordinate with and report to senior management in the company.
* Direct dealing with suppliers or dealers and ensure quality products for our company
* Coordinating Procurement team or purchase team for smooth working.
* Maintain all the requirements of HSE and Quality, Maintaining Environmental Obligation and ensure Health and safety manpower of Workshop
* Worked in ‘**CMA CGM SSC** ‘ in Chennai as a **Senior Export & Import Executive ,Quality**

**( July-2013 to December-2015)**

**Company Profile**

CMA CGM is a French container transportation and shipping company, which is the Second largest container company in the world, using 170 shipping routes between 400 ports in 150 different countries. Recently Take over APM Lines also.

**Job Profile**

* Working in E-Commerce and data management in our team
* Aiding CMA-CGM group in the choice of business partners and to abide by globally regulatory compliance & sanctions.
* Working as auditing the process under the Quality wing, have to make and confirm data’s and report should be meet all quality requirements.
* On my process Quality of service guaranteed under my side.
* It’s part of quality management focused on providing confidence that quality requirements will be fulfilled
* Create/update & monitor on-line (system based) & off-line (research based) controls to ensure prohibition of business transactions with sanctioned entities & protecting the group against possible legal/financial consequences.
* To answer spot demands on compliance for a specific entity.
* To ensure that partners under sanctions are not doing business with CMA CGM Group.
* Educating the Agencies on country wise requirement for partner code creation, cleaning the duplicate code.
* Responsible for BL creation and answering customer queries through mail or telephone.
* Handles both Imports and Exports activities.
* Regularly contact with customers and agencies through mails and telephones
* Prepare and send weekly reports to supervisor, and agency head
* To maintain 100 per cent process SLA and quality from each users in our team
* Worked in ‘**BRD MOTORS**’ in Thrissur as an **Internal Auditor (October-2012 to July-2013)**

**Job Profile**

* To monitor and audit company’s branches financial datas
* Conduct and coordinate branch meetings in every branch along with senior manager and also prepare mints in each meetings
* Worked in ‘**IDBI FEDERAL LIFE INSURANCE**’ in Thrissur As a **financial planning officer-Part Time (July-2012 to July-2013)**

**Job Profile**

* Recruit financial advisors train, motivate and sell business products such as investments, insurance.
* Help to their business growth and contact their clients on this Way convert in to sales**.**

**EDUCATION DETAILS**

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| --- | --- | --- | --- | --- |
| Qualification | Course | Institution | University | Per. Marks |
| Post-Graduation | MBA (Finance Marketing) | Dc School Of Management &Technology,Vagamon | M G University | 64 |
| Graduation | BBA-HR | Nirmala College Of I T Chalakudy | M G University | 64 |
| Higher Secondary | Plus Two | Govt.H S Education Nandikara |  | 74.8 |
| Secondary Education | SSLC | Srikrishna H S Anandapuram |  | 80 |

**COMPUTER PROFICIENCY**

* Diploma In Financial Management(DCFA) Including Tally, Ms Word ,Excel
* A+ Certification Of Diploma In Computer Hardware & Networking Registered with Ministry Of Education ,Singapore

Operating System : Windows Familiar with : C++, SQL, Adobe Photoshop

**ACHIEVEMENTS**

* Got Certificate of Appreciation ‘Propeller Award’ and ‘Star award” for outstanding performance during the period in CMA.
* Passed IRDA exam
* Participated And Won Prizes In Various Management Meets.
* 24 Hour Project Presentation Finalist In Graduation Level
* Core Member Of Finance Club (DC FINZ) in DCSMAT, handling Accounts Department
* Co-Ordinator For a National Conference “ GREENIVERSE 2010” Conducted In DCSMAT, Vagamon.
* Co-Ordinator For National Level Management Fest”LUMINANCE 2011”Conducted In DCSMAT,Vagamon

**INDUSTRIAL INTERFACE**

* Management Project in Finance study in IDBI Federal (45 days)
* Organisational Study in Apollo Tyres (30days)
* Service Project – Kudumbasree In Parapukkara Panchayath(30days)
* Service Project –Infrastructure Development In Thrissur District (15 Days)
* Industrial visits-Hykon Electricals, Anna Aluminium, Binani Zinc Lt

**PERSONAL PROFILE**

**Date of birth :** 24-8-1988

**Sex :** Male

**Marital status :** Married

**Nationality :** Indian

**Languages Known :** English, Malayalam, Tamil and Hindi

**Passport Number :** J9443028

**Date of Expiry :** 13/12/2021

**Driving License** : 880864532

**Date of Expiry :** 9/5/2023