



Shajudheen N

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OBJECTIVE

Seeking a position to utilize my skills and abilities in a reputed organization that offers professional growth while being resourceful, innovative and flexible.

About myself

Quick Learner
Hard Working
Team Oriented

EMPLOYMENT HISTORY

Employer	Profile	Designation	T
Oman Orix Leasing Company SAOG (Oman)	Service Industry Engaged with Financial Leasing	Sr.Officer (Marketing ,sales & Credit)	2013
Interlink Trading Company Qatar	Trading & Contracting Company	Asst.Manager (Marketing & Operation)	201
NIIT Pvt Ltd. Kerala, India	Leading Company engaged with IT Development & Training	Sr.Executive(Placement cell &Administration)	200

ACADEMIC QUALIFICATION

Qualification	Institution	% of Marks	Year
MBA (Finance & Marketing)	Guruvayurappan Institute of Management, Coimbatore	64	2007-2
PG Diploma in Entrepreneurship Development Program	Guruvayurappan Institute of Management, Coimbatore	58	2007-2
BBM	Hindustan college of Arts & Science, Coimbatore.	60	2004-2

Job Profile

@ Oman Orix Leasing Company SAOG

- Generating New Clients (Corporate & Individuals) (Direct marketing, Social Media, dealers network etc.....)
- Develop & Maintain long term relationship with Dealers in Oman (Heavy & Retail Automotive, Machineries Dealers etc)
- Create individuals & Corporates Profile in Oracle system for their Financial Needs
- Review and analyses the customer credit, profile and making proposal for their financial Requirements
- Initial Approval has been done for their financial Needs
- Monitor credit portfolio quality and follow up on the delays. Take appropriate actions to improve the portfolio quality.
- Provide finance and market analysis and suggests opinion on credit risk
- Documentation & Execution process of the customers for their payments

@ Interlink trading & Contracting (Qatar)

- Generating new clients.
- Conducting Marketing Activities.(Outdoor Advertisements, Trade fair Etc)
- Target fixing for the executives and lead them for achieving the goal.
- Manpower management.(coordination and transportation of manpower to the clients, coordination with the camp boss to ensure the camp is neat and hygienic)
- Recruitment of helpers and technical laborers specially electricians from Nepal.
- Handling executives in purchase and marketing of construction material products.
- Quotation review, finalizing the supplier, negotiation, handling client complaints.
- Supervise and controlling the direct purchasing functions such as product/service research, vendor selection, price and contract terms negotiation and purchase order completion.
- Handling all the documentation related with the Nepal embassy and recruitment agency.
- Verifying and approval laborers salary, leave, medical related issues.
- Handling the Delivery system of Products to the End user

@ NIIT Pvt Ltd Kerala, India.

- Handling Three centers in Kerala
- Conducting Marketing Activities.
- Generating job openings for the candidates
- Coordinate the flow of information related to placement from the H.O.
- Maintaining the data base of placement cell.
- Scheduling the classes for the faculty
- Handling recruitment for NIIT centers (faculty,admin persons, business executive etc)
- Handling all administrative task (public related activities, advertisement)

Skills

- Comprehensive problem solving ability.
- A team player and a leader with effective analytical and interpersonal skills in resolving issues.
- Team spirit, Adaptability, Commitment to grow, Initiative and Responsibility
- **Computer skills – Oracle, MS Office, Internet.**

- **Training Programmes Attended**

- Participated in an Industrial training program at Sinicon Controls Pvt Ltd, Kerala as a part Of BBM program.
- Attended Marketing & Sales workshop as a part of current job

Project Details

During MBA: Summer Internship Program (SIP)

Project Title: **A STUDY ON THE EFFECTIVENESS OF CUSTOMER COMPLAINT HANDLING SYSTEM**

Project Area: **MARKETING (CRM)**

Company : **RUBFILA INTERNATIONAL LIMITED, PALAKKAD,KERALA,INDIA**

Duration : **1.5 Months**

OBJECTIVES

- To study the nature of customer complaints
- To find out the redressal of customer complaints by company
- To measure the customer satisfaction towards the service rendered by the Company
- To study the customer feedback towards after sales service

PERSONAL DETAILS

- Date of birth : 25th October 1985
- Sex : Male
- Marital Status: Married
- Religion: Islam.
- Nationality : Indian
- Languages known : English, Hindi, Malayalam, Tamil, { Arabic (Read ,Write and Moderate level of speaking)}
- Hobbies: Driving, cooking, and motivating others.

PASSPORT & LICENSE DETAILS

- Passport No : H8131499
- Place of Issue : MALAPPURM
- Date of Issue :19 - 02 - 2010
- Date of Expiry : 18 -02 – 2020
- Visa Status : Employment & Noc Will be obtained
- Driving license : Valid Oman & india