



GOPINATH

About Me

Dedicated management professional with a solid foundation in overseeing daily operations and team coordination.

Strong problem-solving skills and a commitment to improving processes and achieving company objectives.



971545464871



gopigana18743@gmail.com



Dar alraffa,
Flat no 105
Bur Dubai
UAE

Language

- English(writing, reading, speaking)
- Tamil (reading, writing, speaking)

Expertise

- Management Skills
- Co-ordinator
- Marketing
- Negotiation
- Critical Thinking
- Leadership

Nationality

- Indian

Education

University of Madras, Chennai

Master of arts (Economics)

2022-2024

University of Madras, Chennai

Bachelor of Business administration

2019 - 2022

Skills Summary

- Software Proficiency:** Microsoft Office, Google Workspace, Adobe Creative Suite
- Technical Skills:** Basic coding, data analysis, database management
- Operating Systems:** Windows, macOS, Linux
- Project Management Tools:** Asana, Trello, Microsoft Project
- Communication Tools:** Slack, Microsoft Teams, Zoom
- Additional Skills:** CRM systems, troubleshooting, cloud platforms.

For an HR role, emphasize HRMS, recruitment tools, office software, data analysis, communication platforms, and compliance/reporting tools.

Adaptability

 89%

Customer management

 92%