

Mridul Mandampully

✉ mridulmanojdxb@gmail.com ☎ +971 567240175

🔗 <https://uk.linkedin.com/in/mridulmanojdxb>

Motivated International Business graduate with experience across administration, logistics, and marketing operations in the UAE and UK. Skilled in documentation, data entry, coordination, and reporting with proven accuracy in high-volume environments. Brings strong communication, organisational, and problem-solving skills, with a proactive mindset and adaptability across diverse business functions. Featured by the BBC and Gulf News for a 2,000+ day running streak, demonstrating consistency and discipline.



EDUCATION

Loughborough University UK
BSc (Hons) in International Business

2019 – 2023

- Achieved 2:2 classification.
- Key modules: Business Information Management, Project Management, Marketing Planning & Strategy, Financial Reporting.

Our Own Indian School, Dubai

2012 – 2019

- A Levels: Economics (A), Business Studies (A), English (A), Physical Education (A), Accountancy (B).
- 5 GCSEs including English (A) and Mathematics (B).

WORK EXPERIENCE

Oleon (East Yorkshire, UK)
Operations Support Coordinator

05/2024 – 09/2025

- Processed and recorded documentation for up to 960+ daily drum orders across multiple product lines, ensuring 100% accuracy in labelling, filing, and reporting.
- Maintained detailed logs of production output, stock movement, and quality checks, supporting compliance with company standards and management reviews.
- Coordinated order scheduling and distribution, contributing to smooth workflow and timely fulfillment in a high-volume environment.
- Supported team onboarding by training new staff on record-keeping, documentation procedures, and operational systems. Identified and resolved issues in merchandise quality, saving 600+ GBP monthly by spotting defects and minimizing waste.

Mind Spirit Design (Dubai, U.A.E)
Sales & Marketing Intern

08/2021 – 05/2022

- Managed daily office records, correspondence, and filing systems, ensuring accurate documentation and compliance.
- Coordinated staff schedules for events and promotional activities, including logistics planning and distribution of marketing materials.
- Assisted in stock preparation and dispatch for promotional projects such as Big Bad Wolf Books Dubai.
- Conducted and logged 50+ client interactions daily, ensuring detailed record-keeping and follow-ups.
- Supported event operations, including staff onboarding, documentation checks, and on-site reporting.

Greenfield Logistics (Dubai, U.A.E)

Administrative Assistant

07/2019 – 08/2019

- Performed accurate data entry for invoices, forms, and records using Tally, ensuring error-free documentation and timely processing.
- Maintained and organised filing systems for financial documents, ensuring compliance with guidelines and quick retrieval of records.
- Assisted logistics and admin teams with documentation and invoice processing.

SKILLS

- **Technical Skills:** MS Office Suite (Word, Excel, Outlook, PowerPoint), Data Entry & System Logging, Documentation & Reporting, Filing & Records Management
- **Professional Skills:** General Administration, Customer Service, Social Media Marketing, Market Research, Event Promotion & Brand Activation
- **Interpersonal Skills:** Communication, Organisation & Time Management, Team Collaboration, Adaptability, Bilingual (English & Hindi)

ACHIEVEMENTS

- Awarded a scholarship in first year at Loughborough University for academic merit.
- Recognised with a job offer from Big Bad Wolf Dubai following successful large-scale event coordination during internship.
- Appointed School House Captain and Cricket Team Captain, demonstrating leadership and team management.
- Featured by the BBC and Gulf News for completing a running streak of 2,000+ consecutive days (6+ years), highlighting consistency and perseverance.

BBC GULF NEWS

CERTIFICATIONS & COURSES

- Office Admin Short Course – Oxford Home Study Centre (2024)
- Social Media Marketing – Meta (2025)
- Fundamentals of Digital Marketing – Google Digital Garage (2025, in progress)

PERSONAL DETAILS

- **Date of Birth:** 04-10-2001
- **Address:** Zabeel House 3, Queue Point, Liwan
- **Nationality:** Indian
- **Visa:** Residence
- **UAE Driving License Number:** 4298431