|  |  |
| --- | --- |
|  | **CURRICULUM VITAE** |
| PRADEEP ALEX | CAREER PROFILE |
| Photo.JPG | **HR:** Proven career track of making positive organizational change, increasing employee satisfaction, productivity and retention scales, where I used my energy and skills to develop, motivate, lead and encourage employees.**Administration:** Administrative position in organisations that allowed me to fully utilize my communication, organizational, and problem solving skills with extensive management responsibilities.**Operations:** Management responsibilities in organizations where I had demonstrated skills in marketing and administration which has be translated into improved growth and profitability |

|  |  |
| --- | --- |
| **Primary Address**Arikkari Parambil,Thazekkad,Kallettukara P.O.Irinjalakuda – 680683Thrissur, Kerala**Contact**91 9947885807**Email:**pradeepqfs@gmail.com**Personal Profile**DOB: 14-03-1983Marital Status: Married**Languages known:*** English
* Malayalam
* Hindi
* Tamil

**Computer Proficiency** MS Office (Intermediate)skills* Salary Administration
* Selection and Recruitment
* Training & Development
* StatutoryManagement
* Appraisals & Analysis
* Communication & Conflict Management

CORE COMPETENCIES:* Active listener
* Tact and diplomacy
* A People-Person
* Persuasive
* Excellent inter- personal communication skills
* Counseling and management skills

Accomplishments:* Framed Company Policies and prepared Employee Hand Book
* Prepared Training manuals for skills development in sectors such as Sales & Marketing, Customer Service, Merchandizing, Health, Safety & Security.
 | career ObjectiveLooking to bring 10+ years of skills & experience to an organisation in suitable position that emphasizes excellent relations management, service, and administration with an aim of improving operations, increase profitability, and enhance its growth, where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive firm.Education* PG Diploma in Business Administration: London Academy of Computer & Electronics, University of Wales, UK – 2007
* Bachelor of Business Administration: KSR College of Arts & Science, Periyar University, 2005
* PRE DEGREE: SN College, University Of Kerala, 2001
* Indian Certificate of School Examinations (ICSE): Infant Jesus High School, New Delhi University, 1999

INTERNSHIP & TRAINING* Completed Projects on Personnel Management & Industrial Relationship, BP Incorporate, UK
* Completed training in Security Management, Communication & Conflict Management on 2006, SIA UK.
* Completed In-Service Training at State Bank of India (SBI), 2003, Kollam (Kerala), INDIA.

experienceSenior Manager | Manappuram Foundation(A CSR Division of MANAPPURAM FINANCE PVT.LTD, Valapad – Thrissur) Aug 2017 – PresentAdministration & Marketing of Health & Quality Education Admin Operations | Tata Power Solar (A TATA Solar division, Bangalore) April 2016 – June 2017Administration of Operations held in Kerala under ‘ANERT’ subsidy programme by Government of Kerala.Corp.HR Manager |Lordkrishna Builders (Builders & Contractors, Thrissur) April 2014 – Mar 2016HR activities and personnel management including salary administration & payroll operationsHR Officer | Al Ansar Group, UAE (A retail chain of Hypermarkets & Supermarkets over Middle-East) Mar 2012 – Feb 2014Selection, Recruitment, Training and development, mentoring and appraisals for all employeesAdministration Manager | Agappe Diagnostics Pvt.Ltd, Cochin (Medical Diagnostic Equipments Distributors & Service providers) Jun 2008 – Nov 2010Administration of Technical service sector (After sales) team all over India.Administration Assistant | BP Express Shopping Ltd, UK (Wright Retail Corp., Retail chain of supermarkets) Sept 2006 – Feb 2008Assisting the stock takes and sales with inward control and waste management.**FUNCTIONS*** Manage and monitor the work flow of an office. Identify lapses in the work flow and make corrections.
* Motivate staff in achieving best outcomes in administration. Meet staff requirements and needs and resolve their problems.
* Prepare reports periodically or monthly on individual performances.
* Prepare expenses budget and operate within its limits.
* Maintain all databases including financial and staff reports.
* Maintain inventories, filing, office stationery and other equipment.Initiate best practices, procedures and standards.
 |

The facts that are mentioned above are true to my belief and knowledge. **PRADEEP ALEX**