

SAMGEETHA SHIBU

PERSONAL PROFILE

Date of Birth: May 10th 1978

Marital Status: Married

Gender: Female

Nationality: Indian

Language: English, Malayalam, Hindi

ADDRESS

Erukattuparambu

Ambelipadam, Vyttila.

Email:sangee.np@gmail.com.

Ph:9526771916

OBJECTIVE:

To obtain position that will enable to use my strong organizational skills and educational background. Seeking career advancement in **Administrative, Public relation and Human Resource management**

in a prestigious company to develop my skill and potential.

SPECIALTIES:

Possess strong analytical and problem solving skills and ability to make well thought out decisions in the completion of projects. Excellent observation and multitasking skills that helps to maintain accuracy and completeness

EDUCATIONAL QUALIFICATION

- **MBA in International Management (Human Resource Management, Strategic Management, Finance Management & CSR)**
University of Wales, UK 2011-12
- **Higher National Diploma in Cooperation 1999-2000 (Cooperation, Banking & Accountancy)**
Cooperative Union Kerala, India
- **Bachelor of Science in Botany 1995-98 (Botany, Chemistry & Physics)**
St. peter's college Kolenchery.

TRAINING UNDERGONE

MS Office Application (Word, Excel, Power Point, Outlook)

SKILLS AND COMPETENCIES

Excellent interpersonal and communication skills

Good Analytical and Problem solving skills

Good personality, attitude and character

Tenacious and Adaptable to various work environments

Able to work under pressure for long hours

WORK EXPERIENCE

Kay Enn Trading-Business Development Manager (March2019-contd.

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare **sales contracts** ensuring adherence to law-established rules and guidelines
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers

Oscon HR & Facility services- Business Development Executive

Working as Business Development Executive from November 2017 onwards

- Interact with prospective Business over Meetings, telephone and email and effectively uses sales techniques to convert them into purchasers'
- Develop relationships with prospective business by following up on referrals and leads.
- Cater the sales experience to the individual needs and preferences of each prospective owner, and follow through with the sales contract process to ensure that all paperwork is completed accurately and efficiently.
- Maintain the customer relationship after the sale is complete to ensure continued satisfaction with the organization and to develop future business opportunities
- Creating Data Base from Different source

Neocraft Signs-Admin cum Supervisor, Ernakulam, Kerala, India

June 2017- Sep 2017

- **Job Responsibilities:**
- Coordinate and manage each project,
- Deal with enquiries and do further correspondence,
- Office coordination, worked as mediator between management and employees,
- Assign duties on each person and supervise them and give necessary instructions
Do necessary arrangements for workers while they are in work site

St. Pauls Trading Company, UK March 2012 – FEB 2016

Position: Administrative Assistant

- **Job Responsibilities:**
- Single point contact of all administration related activities
- Respond to all queries and screen phone calls
- Organize and schedule meetings and appointments
- Transcribes drafts, proofreads and revises correspondence, memos, agendas, minutes, resolution
- Produce and distribute correspondence memos, letters faxes and forms.
- Archiving of Documents: Ensure that all in-store documents are archived properly to facilitate easy retrieval
- Assist in the preparation of regularly scheduled reports
- Maintain all required office stationery and other office requirements and ensure enough supplies are available
- Develop and maintain a filing system
- Provide general support to visitors

Shriram Group, Ernakulum, Kerala, India July 2005– Apr 2011

Position: Credit Executive

- **Job Responsibilities:**
- Profile Verification of customer and coordinating first investigation report before giving loan.
- Manage necessary MIS reports and coordinate admin related information to Head Office
- Calculating Credit Rate Ratio and interest rate and asses customers lending capacity.
- Answer general phone inquiries using a professional and courteous manner
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general emails to the appropriate staff member

Trilux Soft Co.Ltd, Ernakulum, Kerala, India March 2001– June 2005

Position: Office cum Sales Coordinator

- **Job Responsibilities :**
- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Do all necessary help to sales executives.
- Coordinating Marketing executive's reports and do further follow up

ACHIEVEMENTS

Improved team performance and business by good coordination
Received performance bonus and solid appraisal from management
Promoted to Senior level and received freedom to make decision
While working abroad selected me as employee of month and gave me more hours to work.

REFERENCES

It can be available on request

DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge.

SAMGEETHA SHIBU