

SURESH NAIR

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Phone : 7592059800

Address : Thachedath (H)
Moothedam (Po)
Muppini
Chungathara (Via)
Malappuram (D.T)
Kerala

Date of Birth : 4th Feb 1970

Objective

Seeking a position as an a person where extensive experience will be further developed and utilized. Extensive experience and main objective is to be a person who can be beneficial for your company and also for my personal growth and satisfaction.

EDUCATION

SSC MARCH – 1986 - 1987
ST XAVIERS HIGH SCHOOL
PASSED WITH 1ST CLASS FROM MUMBAI UNIVERSITY, 60%

HSC MARCH 1987-MARCH 1988
MENON COLLEGE OF COMMERCE
PASSED WITH FIRST CLASS 60%

B COM MARCH 1988-1991
MENON COLLEGE OF COMMERCE
PASSED WITH 49 %

BASIC COMPUTER KNOWLEDGE
Typing Speed 30

Work Experience

MEGACHIP SOFTWARES PVT LTD (Mumbai) MAY 1993-1996
SALES OFFICER

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.

NEW LIFE FELLOWSHIP (PRO) Mumbai

March 1996 – June 2001

SOCIAL WELFARE IN A NGO

DEALING WITH PEOPLE/REACHING JOBS/ THEIR GRIVENCE.

**LOK HOSPITAL (Mumbai)
FLOOR SUPERVISOR**

JUNE 2002-OCT 2006

WORKING AS FLOOR SUPERVISOR.. TOTAL CLEANLINESS OF THE HOSPITAL, BY SUPERVISING THE HOUSE KEEPERS FROM KEEPING THE HOSPITAL CLEAN FROM SWEEPING AND WITHOUR ANY DUST ALL AROUND/MAINTAINING THE EMPLOYMENT LEAVE AND ATTENDANCE OF THE WORKERS AND THEIR DAY TO DAY GRIVENCES.

**JOFEX CHEMICAL PVT LTD (Kerala)
SALES ASST MANAGER**

FEB 2007-DEC 2009

WORKED AS SALES PROMOTION MANAGER/REAL FIELD WORK/MEETING THE CUSTOMERS.

INCREASING THE PROFIT OF THE COMPANY BY 40%

DOING MY OWN BUSINESS (Mumbai)

2009-2017

- ❖ COURIERS.
- ❖ FREE LANCING JOBS.
- ❖ DEALING WITH DATA ENTRY WORK AND PART TIME WITH PHARMA COMPANYAS STORES INCHARGE.

BIERUT HOTEL (FLOOR MANAGER)

- ❖ WORKED WITH BIERUT HOTEL EDAKKARA (KERALA) AS FLOOR MANAGER PAST ONE YEAR.

Place : Muppini

Date :

(SURESH NAIR)