

Praveen S

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PROFILE

A result driven, self-motivated, and resourceful professional with several years of rich experience in Operation & Administration, Finance, Customer Service and back-office operations. An accomplished communicator skilled at building and strengthening relationships across functions to drive cohesive, strategic operations. Highly adaptable individual with excellent interpersonal skills, and ability to work successfully in a multicultural environment. A team player, with a positive attitude towards life who can motivate teams through excellent communication & coaching ability along with strong business acumen. Quick learner and always willing to roll-up-the-sleeves and learn new things.

RELEVANT WORK EXPERIENCE

Facilities Manager | Aspire Systems (Formerly RapidValue IT Services Pvt Ltd) January 2014 to present

Independently managed the Admin and Operations functions for the three Kochi offices (team size 300+). Known for timely and high-quality delivery of tasks including –

- Overseeing and supervising the work of housekeeping and security staff.
- Responsible for administrative duties such as letter correspondence, typing, copying, maintenance of excel file, scanning etc.
- Management of transportation for employees
- Management of office assets – Preventive maintenance requirements and calling for repairs.
- Vendor management
- Built good working relationships with Statutory Authorities and Professional Bodies and State Government authorities.
- Maintaining contact list of employees and vendors
- Stock management of office stationery
- Purchase Management – maintains supplies inventory by checking stock
- Domestic and International travel arrangement including foreign exchange, accommodation, visa processing etc.

Sr. Officer (Operations) | UAE Exchange and Financial Services Ltd May 2008 to January 2014

Created a strong reputation for integrity and timely delivery of duties including -

- Built effective and good relationships with key stake holders
- Strong client management experience
- Proficient in purchase, delivery and remittance of foreign currencies.

Executive Customer Service | VKC Credit and Forex Services Pvt. Ltd June 2006 to April 2008

Developed a strong passion for customer relations and was able to successfully gain many trusted clients

Stall Exhibitor | Dubai Shopping Festival. August 2005 to January 2006

Sales Executive | Mobile Plaza, Ernakulam. February 2004 to July 2005

Showroom Executive | Popular Vehicle and Services in Accessary Dept. March 2003 to January 2004

EDUCATION

Mahatma Gandhi University, Kerala - Bachelor`s degree in Commerce (2003)

KEY SKILLS

Technical Skills

- MS Word
- M S Excel
- Data entry
- Office automation

Soft Skills

- Verbal and Written Communication Skills
- Leadership Skills
- Team Player
- Creative Thinking
- Problem Solving
- Attention to Detail

ADDITIONAL INFORMATION

Languages known – English, Hindi, Malayalam and Tamil