

Varun Praveen

✉ varunpraveen88@gmail.com ☎ +91 9847732969 📍 Kannur, India 📅 27/04/1988

Profile

I am a highly organised individual with great communication and interpersonal skills, and have 10 years' experience working as an administrator. I have strong typing and data entry skills, and enjoy working independently as well as in a team.

--Key Qualifications--

Diverse experience across human resources, business operations, Marketing and sales, customer relationship management and other functional areas.

Adept at organising and prioritizing a high volume workload , coordinating special projects and preparing detailed reports presentations and correspondences.

Skilled in managing complex calendars , scheduling meetings and events with internal and external attendees and coordinating travel arrangements.

Excellent oral and written communication skills , able to cultivate relationships with key stakeholders and control confidential, sensitive and proprietary information.

Proficient in Microsoft word, excel, powerpoint, social media platforms(Facebook, Instagram)and google ads.

Professional Experience

Admin Assist, Subhadram Builders

2011 – 2012

Kannur, India

- Provided administrative support to ensure efficient operation of office.
- Made proactive phone calls, scheduled meetings and gave support to visitors.
- Carried out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completed operational requirements by scheduling and assigning administrative projects and expediting work results.
- Supported team by performing tasks related to organization and strong communication.

Administrative Officer, Bellmare Builders

2012 – 2015

Kannur, India

- Developed administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensured operation of equipments by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintained supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributed to team effort by accomplishing related results as needed

Senior Admin/Store Manager, Specster Opticals

2015 – present

Kannur, India

- Performed day to day administration, human resources, sales and marketing and book keeping for a high paced retail eye brand.
- Served as initial point of contact for customers , vendors , service providers and other parties.
- Scheduled appointments , answered phones and wrote profitable but fair estimates .
- Utilised multiple vendor database and IT software to reserch various multi brands for brand and sales growth.

Languages

- English
- Hindi
- Malayalam
- Tamil

Certificates

Certificate In Hospital Administration

International School Of Skill
Development

TUV SUD Certification

Certificate Programme In
Hospital Administration (ISSD)

Education

Bachelor Of ARTS , English, Dr C.V Raman University

07/2015 – 06/2018
Bilaspur, India

Diploma In Industrial Safety and Fire Safety, Safety officers Training Academy
American National Accreditation Board and UK Accreditation

07/2012 – 06/2013
Trivandrum, India

Declaration

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity

Varun Praveen
Kannur