



## Summary

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Aim to be associated with a progressive organization to work skillfully by displaying and applying my knowledge and work to the satisfaction of the organization and thus to better my career.

# ABDUL RASACK ERADAN

## Contact

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## Personal Data

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Father's Name	: Muhammed
Date of Birth	: 15/10/1976
Marital Status	: Married
Passport No	: P 0407725
Place Of Issue	: Kozhikode ,
Date Of Issue	: 18/05/2016
Date Of Expiry	: 17/05/2026

## Experience

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### Projects ..

**GENERAL MANAGER ( OPERATION & HR )**  
**A-ONE MALL LLP – TIRUR MALAPPURAM**  
Hypermarket & Supermarkets

**CHIEF EXECUTIVE OFFICER ( C E O )**

**R W INDUSTRIES ( MALAYSIAN BASED CO )**  
**MALAPPURAM**

**ADMINISTRATOR & HR MANAGER**  
**PKMM HEALTHCARE – MALAPPURAM KERALA**

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes
- Recruiting and training personnel and allocate responsibilities and office space.
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency
- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction
- Plan, monitor, and appraise HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and counselling employees and supervisors

## Languages

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- English
- Hindi
- Arabic
- Malayalam
- Tamil

## Education

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- **BCom (Bachelor Of Commerce )**

Periyar University ( Apr 2011 To May 2014 )

- **MCom ( Master Of Commerce )**

Bharathiar University  
( Doing Apr 2022)

## Certifications

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- S A P
- TALLY
- D C A ( Diploma in Computer Application )
- OFFICE AUTOMATION  
( MS Excel , MS Word , MS Power point )
- EMAIL & INTERNET

## Skills

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- TWO WHEEL DRIVING LICENCE  
( Issued from Govt of India)
- Four WHEEL DRIVING LICENCE  
( Issued from Govt. of India )

### **ASST. GENERAL MANAGER**

**( OPERATION & ADMINISTRATION HR )**

#### **TAZACUT FRESH FOOD LLP**

##### **( CHAIN OF SUPERMARKETS ) WAYANAD**

- Nurturing positive working relationships with staff.
- Delegating daily tasks.
- Addressing any issues in a timely fashion.  
Supervising staff and controlling merchandise.
- Cooperating with the general manager, and assisting with anything from project planning to staff management

### **OPERATION & ADMINISTRATION (HR) MANAGER**

#### **ASA HOSPITAL GROUP, BHARUCH ,GUJARAT**

- Maintain constant communication with management, staff, and vendors to ensure proper operations of the organization
- Develop, implement, and maintain quality assurance protocols
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity
- Actively pursue strategic and operational objectives
- Ensure operational activities remain on time and within a defined budget
- Track staffing requirements, hiring new employees as needed
- Oversee accounts payable and accounts receivable departments.

### **PROJECT & OPERATION MANAGER – ASA HOSPITAL GROUP – CALICUT & WAYANAD , KERALA**

- Plan and Develop the Project Idea. Every project starts as an idea.
- Create and Lead Your Dream Team. ...
- Monitor Project Progress and Set Deadlines. ...
- Solve Issues That Arise. ...
- Manage the Money. ...
- Ensure Stakeholder Satisfaction. ...
- Evaluate Project Performance.

### **CHIEF ACCOUNTS OFFICER & ACCOUNTANT**

#### **MURSHID MUBARAK ALBINALI EST. SAUDI ARABIA**

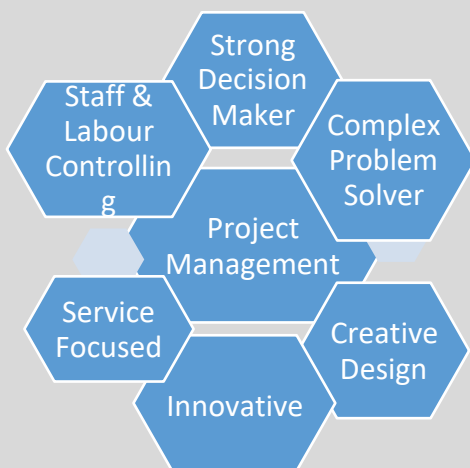
- Overseeing accounting staff.
- Preparing and managing ledgers, credit, and collections.
- Taking the lead in both internal and external audits.
- Filing state and federal taxes.
- Organizing and documenting financial reports.  
Preparing monthly and yearly budgets

## Profile Summary

Above 20 years Experienced in various posts in India , Dubai , Bahrain and Saudi Arabia .....

- Asst. General Manager
- Operation Manager
- Operation & Administration HR Manager
- Office Manager
- Chief Accounts Officer
- Store Manager
- Warehouse Manager
- Document & Material Controller
- Storekeeper
- Supervisor ( Manufacturing)

## Skill Highlights



### **WAREHOUSE MANAGER , STOREKEEPER**

#### **PROCUREMENT OFFICER , MATERIAL CONTROLLER , STORE MANAGER**

##### **SANFORD DUBAI**

- Excellent data entry and data processing skills
- Proficient in schedule and report creation
- Skilled in analyzing information
- Ability to multitask on a team and alone
- Ability to manage processes successfully

### **CUSTOMER SERVICE AGENT - SECTION SUPERVISOR**

#### **MAX BAHRAIN ( LANDMARK GROUP )**

- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts and file documents
- Follow communication procedures, guidelines and policies
- Take the extra mile to engage customers

### **SUPERVISOR & FACTORY OFFICER**

#### **PODDAR PLANTATIONS & THAI GROUP - WAYANAD**

- Set daily/weekly/monthly objectives and communicate them to employees
- Organize workflow by assigning responsibilities and preparing schedules
- Oversee and coach employees
- Ensure the safe use of equipment and schedule regular maintenance
- Check production output according to specifications
- Submit reports on performance and progress
- Identify issues in efficiency and suggest improvements
- Train new employees on how to safely use machinery and follow procedures
- Enforce strict safety guidelines and company standards

ABDUL RASACK ERADAN  
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