



Summary

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

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

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

- English
- Hindi
- Arabic
- Malayalam
- Tamil

Education

- **BCom (Bachelor Of Commerce)**

Periyar University (Apr 2011 To May 2014)

- **MCom (Master Of Commerce)**

Bharathiar University
(Apr 2022 to Jun 2023)

Certifications

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

Skills

- 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

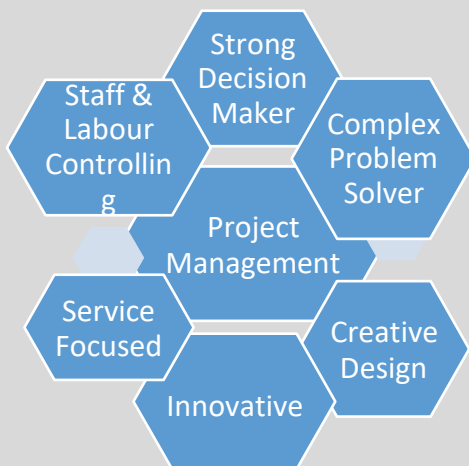
- Overseeing accounting staff.
- Preparing and managing ledgers, credit, and collections.
- Taking the lead in both internal and external audits.
- Filing state and federal taxes.
- Organizing and documenting financial reports.
Preparing monthly and yearly budgets

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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