

Kumaran c

Administrator

Contact

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+919790254664

Email

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Address

vellore, Tamilnadu, India

Driving License

LMV-Dubai, UAE

Education

2020

MBA-International Business

Amity University

2015

BE-Electronics and communication Engineering

Anna University

Expertise

- MS office
- CRM
- ERP
- Quickbooks
- Payroll Management
- Time Mngement
- Canva

Language

English

Tamil

Hindi

Mandarin

About Me

Results-oriented administrative professional with extensive experience in administration and accounts. Proven track record in efficiently managing administrative tasks and streamlining processes to enhance overall office productivity. Strong organizational skills and attention to detail, combined with excellent communication and interpersonal abilities. Seeking a challenging role to leverage my expertise and contribute to the success of a dynamic organization

Experience

April 2022 -DEC 2023

Perspex General Trading LLC I Dubai,UAE

Admin Executive

Streamlined administrative processes by implementing digital management systems, resulting in a 30% increase in efficiency and cost savings. Led a team of 4 administrative professionals, providing guidance and support to ensure smooth daily operations and adherence to company policies. Developed and executed strategic plans for office organization, resulting in improved workflow and enhanced productivity. Collaborated with cross-functional teams to plan and coordinate company-wide events, including conferences and training programs, ensuring successful execution and positive participant feedback. Assist in the preparation of financial reports such as financial statements and budget performance Ensure compliance with applicable standards rules, regulations, and systems of internal control, and handle petty cash to manage office and staff needs Aid in the implementation of new accounting policies, standards, and guidelines Provide accurate, timely, and relevant recording, reporting, and analysis of financial information Identify areas for improvement and implement improvements to processes Assist with and act as the primary point of contact for auditor requests, compliance with the law and security and surveillance, Managing suppliers and equipment acquisition.

JAN 2021 - DEC 2021

Byjus Pvt Ltd I Chennai,INDIA

Business Development Executive

Built and maintained strong relationships with key clients, resulting in repeat business and increased revenue. Utilized market analysis to identify and capitalize on potential business opportunities. Monitored industry trends and adjusted sales strategies accordingly. Analyzed customer feedback to identify areas for improvement and growth also giving after-sales customer service.Train team members about new business developments to meet targets as per their KPIs and KRAs.

June 2018-DEC 2019

Justdial Pvt Ltd I Vellore, INDIA

Business Development Executive

Developed and implemented successful business strategies resulting in a 50% increase in customer acquisition. Built and maintained strong relationships with key clients, resulting in repeat business and increased revenue. Utilized market analysis to identify and capitalize on potential business opportunities. Handled a team of 4 to make them reach their targets. Developed and implemented effective sales and marketing plans for new product lines and services. Represented the company at industry trade shows, conferences, and other events. Monitored industry trends and adjusted sales strategies accordingly. Analyzed customer feedback to identify areas for improvement and growth. Led cross-functional teams to successfully launch new products and services.

JAN 2016-DEC 2017

Billiontags Pvt Ltd I Chennai, INDIA

Sales and Marketing Executive

Developed and implemented successful business strategies resulting in a 50% increase in customer acquisition. Built and maintained strong relationships with key clients, resulting in repeat business and increased revenue.Conducting marketing research and analysis to produce relevant marketing information and evaluate trends.Monitoring ongoing marketing campaigns and spending based on the budget allocated.Represented the company at industry trade shows, conferences, and other events. Monitored industry trends and adjusted sales strategies accordingly. Analyzed customer feedback to identify areas for improvement and growth. Led cross-functional teams to successfully launch new products and services.