

MITHUN



Contact

Address:

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Visa Status:

Visit Visa

Personal Details

Date of Birth : 14.11.1982

Nationality : Indian

Civil Status : Single

Passport No : U0804269

Languages

English – Fluent

Hind - Fluent

Malayalam – Fluent

Tamil - Fluent

Education

- Pre-Degree
- BA.Travel & Tourism
(Currently Pursuing)

Profile

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

Office Administration/ March 2022 – May 2023

Pravarthi Building Contracting LLC, Dubai, UAE

- Meeting & greeting clients
- Answering & forwarding phone calls
- Assist Day to day operations of the Hr functions
- Applying gate pass for Jafza, Port & Customs.
- Filing,typing,copying,binding office related documents & maintain records.
- Preparing Attendance Report.
- Maintain proper records of employee attendance & leaves
- Issuing LPO for utility payments (Dewa,DU,Etisalat)
- Purchasing Office Stationery
- Ordering & Issuing of Uniforms, Visiting Cards
- Coordinate with IT related requirements with IT Dept.
- Arranging Couriers and Handling Petty Cash.

H.R Executive / 2016 - 2019

Akruthi Apparel, Tirupur, Tamilnadu, India

- Identifies hiring need, develops the position sketch, Recruitment Plan.
- Managing organizational chart and other recruitment related documents.
- Training the new recruits.
- Handling Administration activities like Housekeeping,F & B (canteen)
- Maintenance,Security,Transport & Facility Management.
- Preparation of Workers Weekly &Monthly Wages.
- Labor& Staff Recruitment End to End Process.
- Induction & Joining Formalities.

Customer Care / 2013 - 2016

PepsiCo India – (Kerala Sector) India

- Identify and assess customers needs to achieve satisfaction.
- Build sustainable relationship and trust with customer accounts through open & interactive communication.
- Handle customer complaints.

Purchase Executive / 2011 - 2013

National Fire Fighting Manufacturing Company(Naffco)

Dubai, UAE

- Issuance of Purchase Orders on Daily Basis.
- Follows up on orders to ensure that materials are shipped and delivered on promised/agreed dates.
- Deal directly with suppliers related to purchase of different items.
- Maintains records and follow up files of purchases, shipments and related matters.
- Maintains files of descriptions of available supplies.
- Visit Local suppliers on weekly basis or in case of any urgency.
- Float enquiry for materials required to be purchased as per purchase
- Requisitions for replenishments as well as new / specific materials.
- Evaluate quotations to determine the best source – supplier considering terms and conditions, price and specifications

Purchase Officer / 2006 - 2011

Garden Reach Trading & Electromechanical Company, Dubai, UAE

- Place orders – locally detailing the terms and conditions.
- Obtain the best price consistent with the quality, services and deliveries.
- Deal directly with suppliers related to purchase of different items.
- Developed and implemented value-added customer service programs.
- Prepare delivery invoices & handle inventory ordering.
- Maintain appropriate stock level.

Skills Highlights

- Possess excellent communication, convincing & negotiation skills.
- Proactive & well organized; an excellent team player with high energy level and a strong commitment to work.
- Ability to quickly identify and resolve client problems.
- Able to work autonomously and in a team environment.
- Systematic and methodical approach to work.