



RAHUL KRISHNA K

PROFILE

Results-driven professional with over (6) years of experience in Senior Executive Operation. Expert in Outgoing personality and unlimited customer service skills, with a proven track record of driving revenue growth, reducing costs, and enhancing customer satisfaction through innovative solutions. Skilled in project management and business analysis, with a knack for leading cross-functional teams to achieve organizational goals. Known for exceptional problem-solving abilities and a proactive approach to continuous improvement. Passionate about delivering high-quality results and contributing to the success of the organization

WORK EXPERIENCE

- Operations Coordinator** 20 23- 2024
Hindustan Bolts-Bengaluru, Karnataka
 - Led the procurement process for a wide range of materials, ensuring cost-effective and timely delivery of goods
 - Monitor brand consistency across marketing channels and materials.
 - Negotiated contracts with suppliers, achieving favorable terms and pricing to support budgetary goals.
 - Coordinated with internal departments to align procurement activities with organizational needs and objectives.
- Senior Executive - Operations** 2020 - 2023
NEUBERG ANAND LABORATORY PRIVATE LIMITED- Karnataka
 - Prepare reports for various company departments, such as accounting, using Microsoft Excel
 - Managed office inventory and ordered office supplies as necessary.
 - Help desk support.
 - Manage office operations and delegate tasks to administrative assistants.
- Medical Insurance Coordinator** 2017 - 2020
HEALTHCARE GLOBAL(HCG) ENTERPRISES LTD- Karnataka
 - Managed patient information and medical records Maintained accurate insurance claim information
 - Follow up with customers regarding outstanding issues.

PERSONAL DETAILS

NATIONALITY : INDIAN
VISA STATUS : VIST VISA
CURRENT LOCATION : AL QUSAIS.DUBAI
DOB:27/06/1996

CONTACT

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Al Qusais,Dubai

EDUCATION

2014 - 2017

DAKSHA UNIVERSITY -
BENGALURU, KARNATAKA

- Bachelor of Commerce
(B.Com) in Business

SKILLS

- Microsoft Office
- Maintenance
- Administrative
- Communication skills
- Leadership
- Cash handling
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- MALAYALAM (Fluent)
- Kannada (Fluent)
- Telugu (Fluent)
- Tamil (Fluent)