



RAHUL RAJAN

Operations Executive

Contact

Email:
rahulrajanv7@gmail.com

Phone:
+971 545713482

Address:
Karama
Dubai
United Arab Emirates

Skills Highlights

- Performance Management
- Employee Relations
- Analytical Thinking
- Time Management
- Data analysis
- Communications Skills
- Critical Thinking
- Problem solving
- Project Management
- Adaptability

Software knowledge

- Microsoft office & Microsoft 365
- Adobe & HTML
- Tally 7.2
- C++ & Java
- Windows, IOS & Linux
- Hardware Development

Objective

To pursue a career with a leading organization that could provide opportunities to learn, grow and enhance my knowledge and utilize my skills to contribute towards the growth of the organization.

Experience

Operations Executive – (2020-2023) Flipkart pvt Ltd

- Managing the collection of all payments and debts.
- Preparing and implementing training and development plans for associates.
- Identify risks or opportunities to revenues, cost and profitability and propose appropriate actions.
- Communicate with external customers (Carriers, Sellers) and internal customers (Retail, Fulfillment Centers, Regional).
- Planning, organizing, and controlling the daily operations.
- Monitor and review performance. Help them achieve maximum business.
- Conducting regular audit.
- Maintain and update internal documentation for internal training and reference.

Warehouse Coordinator – (2018-2019) Kalyan pvt Ltd

- Managing the collection of all payments and debts.
- Preparing and implementing training and development plans for associates.
- Identify risks or opportunities to revenues, cost and profitability and propose appropriate actions.
- Overseeing all supply chain operations.
- Planning, organizing, and controlling the daily operations.
- Organizing and managing inventory, storage, and transportation.
- Conducting regular audit.
- Maintain and update internal documentation for internal training and reference.

Languages

- English
- Hindi
- Malayalam
- Tamil

Strenghts

- Quick Learner
- Self-Motivated
- Creativity
- Target Driven
- Team work

Interests and Hobbies

- Playing Football
- Watching movies

Personal Details

- Date of birth – 07/10/1994
- Gender – Male
- Marital Status - Single
- Nationality – Indian
- Passport number – M1909509
- Visa status – Visit visa
- Current Location – Dubai
- Availablity – Immediate joining

Project Work

Name – Reward System

Organization – United Breweries Limited

Description – A study on “The impact of reward system as a motivational to the employees.

Education

Master’s Degree- MBA (HRM)

Bharathiyar University – 2017

Bachelor’s Degree- BBA (CA)

Bharathiyar University - 2015

12 Std. Commerce – 58%

Kerala state board - 2012

SSLC – 62%

Kerala state board - 2010

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

RAHUL RAJAN