

RAJEEV K NAIR

Executive

CONTACT

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- Flat no 8
Building Number 37(R57)
Pioneer Building
Near Lulu Hyper, Karama
Dubai, UAE

ACADEMIC CREDENTIALS

MBA (HR) | 2022, 60%

- Bharathiyar University
- Register Number :20NHR7950

B. TECH (MECHANICAL ENGINEERING) | 2019,66%

- (1520106071411103)
- North East Frontier Technical University (NEFTU)

HIGHER SECONDARY | 2014,73%

- Board of Higher Secondary Examination, Kerala, India
- N.S.S.H.S.S, Kunnamthanam

SSLC | 2012,70%

- Board of Public Examination, Kerala, India
- N.S.S.H.S.S, Kaviyoor

COMPUTER PROFICIENCY

MS Office ★★★★★

Basic Operation ★★★★★

Internet & E- Mail ★★★★★

LANGUAGES KNOWN

English 90 %

Malayalam 100 %

Hindi 90 %

Tamil 100 %



PROFILE SUMMARY

- A dynamic and multitasked professional with exceptional financial knowledge Having Master Degree in MBA (HR) And Bachelor's in B. Tech Mechanical Engineering, self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Work Ethic
- Adaptability
- Leadership
- Critical thinking
- Conflict resolution
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Strategic planning
- Analytic Skills

EMPLOYMENT CHRONICLE

SUPERVISOR | 06th Jan 2021 – 19th Oct 2022

OFFSHORE INFRASTRUCTURES LIMITED

PLANT MECHANICAL EXECUTION, COCHIN REFINERY, INDIA

- Project Management and Supervision End to End Supervision for Infrastructure of Heavy Storage Tankage and Pipeline work as part of Integrated Refinery Expansion Project Under Bharath Petroleum Cooperation Limited (BPCL)

JUNIOR EXECUTIVE | 18th Jul 2019 – 15th Dec 2020

WELLCOME FISHERIES LIMITED (MARINE EXPORTERS) FOOD PROCESSING COMPANY IN ANDHRA PRADESH, INDIA

Administration Department Duties:

- Initiates and Coordinator goals.
- Develops and implements procedure and policies to improve the functions and operations of the company.
- Assistant to the Managing Director of the Organization.

Clerical Duties:

- Client Relationship Management.
- Monitoring in office, reception, mail, Fax and scheduling meetings, Payroll support, Talent acquisition support and Guest Relationship Management.
- Building and maintaining a profitable Relationships with key customers.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

AREAS OF EXPERTISE

- Procurement
- Team Coordination
- Office Management
- Convincing SKILLS
- Negotiation (Supplier and Purchase)
- Management
- Conflict Resolution
- Engineering Drawing
- Inspection
- MS Office (Professional).
- Technical Documentation
- Purchase Coordination
- Verbal and Written
- Flexibility to work in Shift
- Strategic planning and Scheduling Skills
- Multi-tasking skills
- Time management
- Active listening
- Effective Communication Skills
- Goal Oriented
- Interpersonal Ability
- Customer Relationship
- Client Management
- Talent acquisition Support
- Payroll Support
- Guest Relation Management
- Clerical Duties: Mail, fax, Meeting scheduling

PERSONAL DOSSIER

Gender : Male
Date of Birth : 26/08/1995
Nationality : Indian
Marital Status : Single
Permanent Address : Kizhakkeparampil (H)Anjilithanam P.O.Kaviyoor, Thiruvalla, Pin: 689 582 Kerala,India

DRIVING LICENSE DETAILS

Holder of valid Indian Driving license
- 2-Wheeler & LMV light motor vehicle

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RAJEEV K NAIR