

SAMJAD PS



Contact

AJMAN, UNITED ARAB
EMIRATES
+971565858682
SAMJADPS2772@GMAIL.CO
M

Skills

- Vendor Management
- Crisis Management
- Marketing and Promotions
- Vendor Relationship Management
- Team Leadership
- Client Meetings

Languages

English: First Language

Hindi: B2

Upper Intermediate

Malayalam: C2

Proficient

Tamil: B2

Upper Intermediate

KANNADA: B1

Summary

I am an hardworking, energetic and ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. as a graduate in bachelor of business administration.

I am a UAE driving license holder.

Experience

LEPTIS GROUPS L.L.C

RECEIVER, SUPERVISOUR, MANAGER, ASST. BUYER | RAS AL KHAIMA, UNITED ARAB EMIRATES | Oct 2021 - Current

- Planned, organised and executed promotional events.
- Monitored staff performance, continually seeking ways to improve team delivery for optimised financial success.
- Maintained positive, professional working environment to optimise staff and customer satisfaction.
- Managed team by offering support and constructive feedback to improve skills and maximise potential.

WHIZARD

PROCESS ASSOCIATE | BANGALORE, INDIA | Feb 2021 - Oct 2021

- They handle Amazon delivery and I worked in their office as a process associate.
- Built Excel spreadsheets with formulas and pivot tables to collate and navigate large datasets.
- Track mishandled packages, resolve issues, and maintain records.

INNOVATE EDUCATIONAL GUIDANCE AND CHARITABLE TRUST

EDUCATION CONSULTANT, OFFICE INCHARGE | KERALA, INDIA | Jun 2017 - Jan 2021

Intermediate

Driving Licence

- UAE DRIVING LICENSE
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References

- Prof. Dr. B.LAKSHMA
REDDY
Principal cum Director
SJES Collage of
Management studies,
Bangalore, Karnataka, India.
E-mail:
sjes.principal2018@gmail.com
- Mr. AKHIL JOHN
Chairman of IEGCT
Contact: +91 9513900222
- Mr. AKHIL RAHMAN
Human resources manager
Leptis groups L.L.C
E-mail: hr@leptisgroup.com

- Suggested digital technologies to support student learning assessment, differentiated instruction and engaging learning experiences.
 - Liaised directly with customers to meet needs and maintain satisfaction.
 - Supported managers with proactive, efficient clerical support to maintain smooth-running operations.
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INTERNSHIP EXPERIENCE

- Organization Name: Kempegowda International Airport, Bangalore.
Position posted as: GH-TRAINEE
Working Period: 5-6-2018 to 8-8-2018
Responsibilities: Understand the principles of aviation, passenger handling & airport management, along with necessary knowledge on grooming and language handling. Class room training was also a part of the same.
I got special training in Mishandled baggage department.
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Education

SJES COLLEGE OF MANAGEMENT STUDIES
BANGALORE, INDIA
Bachelor of Business Administration with Aviation : Business administration with aviation & logistics
2020

NIRMALA HIGHER SECONDARY SCHOOL
KERALA, INDIA
COMPUTER COMMERCE
2017

Certifications

- Certification on Aviation management from NEXT STEP INSTITUTE OF LOGISTICS AND AVIATION, BANGALORE.
- COMPUTER PROFICIENCY:
MS EXEL,MS OFFICE, POWERPOINT, PHOTOSHOP, TALLY.