



SABARISH G

 sabarish.g84@gmail.com

 0566731747

 Dubai

Gender: Male

Date of birth: 30.04.1984

Nationality: Indian

Passport No: R9592950

Skills

- ✓ Team Player
- ✓ Fast Learner
- ✓ Adaptability
- ✓ Multi Tasking
- ✓ Project Management
- ✓ Time Management
- ✓ Managing Files and Records
- ✓ Self Starter
- ✓ MS Office

Languages Known

- ✓ English
- ✓ Hindi
- ✓ Malayalam

Interests

- ✓ Travelling
- ✓ Movies

References

Upon Request

Distinguished management professional seeking management position to continue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success.

Work Experience

Ahalia Medical Group, Abudhabi - HR Executive
From Aug' 2009 to Nov' 2016

- Responsible for the recruitment process of Medical & Non-Medical staffs.
- Processing of HAAD license for Medical professionals.
- Schedule interview of the candidates with the interview board.
- Joining formalities for new employees.
- Creates personal files for the employees and Company files and maintain the same on proper filing system and updating as per JCI and HAAD standards.
- Personnel Management (Memos, Vacation, Payroll, Visa Renewal)
- Projects (New facility licensing)

Acqua Tiles and Chemicals Pvt. Ltd., Palakkad - Manager
From April' 2017 to December' 2020

- Oversees the daily workings of warehouse operations.
- Plans, manages, and implements schedules to ensure deadlines are met, and maintains a high quality standard of product production and delivery.
- Responsible for the production, procurement, and planning of daily operations.
- Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis.
- Manages the stock control, and checks that inventory records are accurate.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement
- Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.
- Communicates any changes in the order or delivery date to relevant parties.
- Monitors production standards.
- Makes sure the working environment maintains access to quality equipment.
- Confirms that health and safety regulations are followed.

Aviator College of Aviation Studies., Manjeri - Manager
From March' 2021 to October' 2023

- Interacting with the staff periodically to understand the necessary requirements

- Organizing meeting with the students and their parents with teachers to discuss regarding their progress and necessary changes required.
- Converting the leads as admissions
- Building a relationship of trust and respect with the students/job aspirants
- Coordinating for seminars and other promotional activities for student registration
- Organizing promotional events.

Scholastic Performance

- ICFAI University Jun'06 - June'08
MBA (Human Resource & Marketing)
- Bharathiar University, Coimbatore, Tamil Nadu July'02 - Nov'05
B.Sc.Mathematics