

# VYSAKH.T

OPERATIONS EXECUTIVE



## EXPERTISE

- Leadership
- Management
- Leadership
- Quality control
- Process improvement
- Team supervision
- Resource allocation
- Inventory management
- Sales Management
- Revenue Generation
- Customer Service
- Educational technology
- Personalized learning
- Academic standards

## TECHNICAL SKILL

- MS Word
- MS Excel
- MS Power Point
- Outlook
- Microsoft Dynamics Ax
- Internet & Mail

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil



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+91 9961992516



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Kozhikode, Kerala, India

## ABOUT ME

Dynamic and results-driven Operations Executive with over 2 years of experience in managing and optimizing manufacturing operations. Proven track record of driving efficiency, productivity, and profitability through strategic planning, process improvement, and team leadership. Skilled in overseeing all aspects of operations, including production, quality control, inventory management, and personnel supervision. Adept at leveraging sales expertise to identify opportunities and foster lucrative partnerships. Strong communicator and collaborator with a demonstrated ability to build and motivate high-performing teams. Seeking to leverage expertise in operations management to contribute to the success and growth of a dynamic organization.

## EDUCATION

### BACHELOR OF ARTS IN DEVELOPMENT ECONOMICS

Calicut University, India

2015 - 2018

### PLUS TWO

Board of Higher Secondary Examination, Kerala

2012 - 2014

### SSLC

Board of Public Examination, Kerala

2011 - 2012

## WORK EXPERIENCE

### OPERATIONS EXECUTIVE | Mar 2022 – Present

AL-BARAKAH GOLD FACTORY (MALABAR GOLD AND DIAMONDS), UAE

- Managing day-to-day operations of the gold factory.
- Overseeing quality control procedures to maintain product standards.
- Supervising staff and coordinating their tasks.
- Day to day validation of requirement of material(gold) by the
- Coordination of each section executive and submitting in a prescribed manner to the authority.
- Handling of sale returns as per protocols by the company and managing the material by the nature of sale return.
- Supporting of accounts department by preparing journal vouchers, work in progress reports, worker stock reports, monthly loss register.
- Implementing safety protocols and procedures.
- Liaising with other departments to streamline processes.
- Monitoring inventory levels and ordering supplies as needed.
- Analyzing production data and implementing improvements.
- Resolving operational issues and addressing customer concerns.
- Contributing to strategic planning and goal setting for the factory.
- Accessing to the special orders from the HUB of company and distributing by section.
- Assurance of delivery held on or prior to the date without errors and mistakes.
- Handling of sale returns as per protocols by the company and managing the material by the nature of sale return.
- Production planning of handmade bangles respective to the pending orders and forecasting of delivery to schedule over time planning of workers.



## PERSONAL DETAILS

Nationality Indian  
D.O.B 02-02-1997  
Gender Male  
Marital Status Single  
Passport No T343024B  
Date of Expiry 14/02/2026

## LICENSE DETAILS

Valid UAE Driving License  
License No 934910  
Date of Expiry 14/02/2026

## REFERENCE

Available on Request

## HOBBIES



Traveling



Music



Cinemas

### ACADEMIC CONSULTANT | Jun 2021 – Oct 2021

TOPPER LEARNING TECHNOLOGIES PVT LTD

- Providing academic guidance and support to students and educators.
- Developing and delivering educational content and materials.
- Conducting training sessions and workshops for teachers and students.
- Collaborating with subject matter experts to ensure curriculum alignment.
- Offering personalized learning solutions based on student needs and learning styles.
- Handling objections with confidence and overcoming any barriers to closing the sale.
- Negotiating terms and pricing to reach mutually beneficial agreements.
- Ensuring a seamless transition from lead qualification to contract signing and implementation.
- Identifying potential clients in the education sector and qualifying leads based on their needs and budget.
- Assessing student progress and providing feedback for improvement.
- Building and maintaining strong relationships with schools, teachers, and educational institutions.
- Contributing to the development and enhancement of educational products and services.

### AGENCY RECRUITMENT & BUSINESS DEVELOPMENT MANAGER | Jun 2020 – Jun 2021

RELIANCE NIPPON LIFE INSURANCE COMPANY, KOZHIKODE, KERALA

- Conducting interviews, assessments, and onboarding activities for new agents.
- Collaborating with other departments to ensure seamless integration of agents into the company's operations.
- Developing and implementing strategies to generate high-quality leads.
- Building and nurturing strong relationships with potential and existing clients.
- Developing effective sales strategies to meet or exceed targets.
- Conducting persuasive sales presentations and product demonstrations.
- Identifying and pursuing business opportunities in target markets.
- Conducting market research and analysis to identify trends and opportunities.
- Analyzing market trends and identifying business development opportunities.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information

**VYSAKH T**