

ANOOP.P

Kalvettankuzhi, Koodathooki Kulasekharam Post, Kanyakumari District, Pin code- 629161
Email:anoopbrett1021@gmail.com/Phone(Mob):+260973354016
PassportNo: U3609390



OBJECTIVE

To work on challenging assignment and a globally competitive environment, that provides opportunity perform and achieve results that are mutually beneficial form career progression and ultimately in meeting organizational objectives.

SNAPSHOT

- ❖ A dynamic versatile professional with **6 Years** of experience as Human resource Marketing manager and General Administration , Inventory controller ,Payroll ,Procurement
- ❖ Delegating & forwarding the requirements to concern recruiter with the deadline
- ❖ PayrollProcessing,Managementprocess,Procurementprocess,Inventorycontroller
- ❖ Grievance Handling &Employee Welfare
- ❖ Handling general Administrative work

Work Experience

Since (December 2021to still) DMI STEUGENE ZAMBIA

- ❖ Central manager, marketing manager ,Administrative
- ❖ Responsible for planning ,organizing and coordinating
- ❖ Manage daily schedules and appointments for the executive team.
- ❖ Respond to and manage all incoming and outgoing communication, including emails, phone calls, and letters.
- ❖ Support various teams within the organization as needed, including but not limited to Human Resource, finance, and marketing.
- ❖ Prepare and edit correspondence, reports, and presentations.
- ❖ Manage office supplies and equipment, including ordering and restocking.
- ❖ Plan and coordinated events, meetings, and conferences.
- ❖ Take dictation and minutes and accurately enter data.
- ❖ Produce reports, presentations and briefs.
- ❖ Develop and carry out an efficient documentation and filing system

Work Experience

Since (Jan 2021to October 2021) Golden Sail Metal industry Qatar Procurement, Administration, Payroll

- ❖ Responsible in Maintaining the Employees Attendance
- ❖ Obtaining good sat the right cost can determine whether the company achieves profitability.
- ❖ Settingpricesforthe company'sproductsorserviceswhichmustbeinlinewithwhatthemarketwill support.
- ❖ Preparing the purchase order and Quotation
- ❖ Verify and maintain employers 'files and documents.
- ❖ Evaluate and compare products and services to determine which best meet the organization's needs.
- ❖ Maintaining and regularly updating Master data base (Personal File, Personal Data Base etc.)of each employee
- ❖ Procurement handing end to end process.
- ❖ Drivers'inspectionprocess,employer'shealthinsuranceprocess,visaprocess
- ❖ Handlingallthequeriesoftheemployees.BeitrelatedtoSalary,Leaves,Attendance,andTransfer

WORKEXPERIENCE

Since (April'2017 toMarch2019) Saudi Iron &Steel Co.(Ha-deed),Saudi Arabia

Administration, Inventory control

- ❖ Oversees team of inventory or warehouse employees
- ❖ Manages inventory tracking system to record deliveries, shipments and stock levels.
- ❖ Evaluates deliveries, shipments and product levels to improve inventory control procedures
- ❖ analyzes daily product and supply levels to anticipate inventory problems and shortages
- ❖ Organizing workflow and ensuring that employees understand their duties or delegated tasks
- ❖ Monitoring employee productivity and providing constructive feedback and coaching
- ❖ Grievance handling for employees and creating a sense of belongingness.

WORK EXPERIENCE

Since May'15 to July 2017: Hindustan HR Solution

- ❖ Handle complaints, provide appropriate solutions and alternatives within the time limits, and follow up to ensure resolution
- ❖ Keep records of customer interactions, process customer accounts, and file documents
- ❖ Follow communication procedures, guidelines, and policies
- ❖ Resolve customer complaints via phone, email, mail, or social media
- ❖ Use telephones to reach out to customers and verify account information
- ❖ Greet customers warmly and ascertain problem or reason for calling
- ❖ Assist with placement of orders, refunds, or exchanges
- ❖ Advise on company information
- ❖ Take payment information and other pertinent information such as addresses and phone numbers

TECHNICAL SKILLS:

- ❖ DTP
- ❖ MS-Office
- ❖ Tally
- ❖ Advance Excel (V lookup, H lookup, Pivot table)
- ❖ Oracle Software and SAP

ACADEMIA

- ❖ Master of Business Administration (MBA) - Specialized in Human Resource from CSII Institute of Technology, Thovalai, Kanyakumari, 2013-2015.
- ❖ Bachelor in Arts (BA) from Muslim Arts College, Thiruvithancode, Kanyakumari, 2010-2013.
- ❖ H.S.C from Arunachalam Higher Secondary School, Aruvikkarai, Kanyakumari, 2008-2010.
- ❖ S.S.L.C from Arunachalam Higher Secondary School, Aruvikkarai, Kanyakumari, 2007-2008.

PROJECTS:

- ❖ A Study on Organization behavior at Kerala Agro Industries Corporation Ltd from Jan 2014-Mar 2014
- ❖ A Study on Impact of Retrenchment on Workers at Kerala Agro Industries Corporation Ltd from Jan 2015-Mar 2015

PERSONAL DOSSIER

- | | |
|-------------------|---------------------------------------|
| ⇒ Date of Birth | : 21-10-1992 |
| ⇒ Father's Name | : S. Prasanna Kumar |
| ⇒ Nationality | : Indian |
| ⇒ Religion | : Christian |
| ⇒ Languages Known | : English, Tamil and Malayalam, Hindi |
| ⇒ Marital Status | : Married |
| ⇒ Passport No | : U3609390 |
| ⇒ Date of Issued | : 12-05-2020 |
| ⇒ Date of Expiry | : 11-05-2030 |
| ⇒ Place of Issued | : Madurai, Tamil Nadu. |

REFERENCE

- ❖ Mr. Siva Kumar A: 9444443903
- ❖ Mr. Fu: 30212172
- ❖ Ibrahim: +966571830895

DECLARATION

I hereby declare the above said details and information's are true to the best of my knowledge.

EXPERIENCE CERTIFICATE

Date: 27-01-2018

TO WHOM-SO-EVER IT MAY CONCERN

It is our pleasure to write on behalf of **Mr. P.ANOOP** who has worked with **Hindustan Human Resource Solution** in the capacity of **Assistant Administrative** for 1year 1months.(from NOV,2016 to Dec 2017)still working.

During this tenure of his work **Mr. P. ANOOP** remained involved in his work dedicated. We found pretty active in whatever task we have provided him. He is a confident person. He is professionally sound, hard-working and a devoted staff. He has the motivation to take initiative tasks and we are gratified that he had been helpful in the advancement of our organization.

Moreover, I would like to reflect over his conduct during he stay with us. During service he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges; He has a genial temperament and can efficiently work in a team. All of our staff members are pleased with his and feels comfortable in teaming and coordinating with him for the realization of organizational goals and objectives.

He is leaving his job only on his own decision and for attempting opportunities with a better profile.

We wish him all the best in his future endeavor.

Sincerely,
For **HINDUSTAN HUMAN RESOURCE SOLUTIONS**

Hindustan H.R.
Thanu Building
Vadasery, Nagercoil

for 

SATHEESH CHANDRAN
Managing Director

Hindustan Human Resources Solutions

Tel: 04651-274664,NAGERCOIL-629001, Tamil Nadu - India

Email:info@hindustanhr.com - www.hindustanhr.com

Date: March 16, 2019

To whom it may concern

*This is to certify that **MR.ANOOP KUMAR**, Indian Nationality was sub-contract employee of Globe Marine bearing Hadeed ID No.785516 issued by SABIC HADEED Industrial Security Department. He is working with our company in capability of a “Administrative” since April 07, 2017 to till date march 15, 2019 at **Logistics & Distribution Department in HADEED Rolling Mills Department, Jubail, Saudi Arabia.***

He is prove himself as a hard worker, self-motivated and capable to contribute in high risks situations. Moreover, he is reliable and his conduct is good.

I wish him, success in all his endeavors.

This certificate has been issued upon employee's request.



Mohammed Khalaf Humoud Alrasheedi
Sr. Manager, Employee Affairs

Regards,

Alaa H. Fadak
General Manager
Rolling Mills Division



DMI-ST. EUGENE UNIVERSITY

Office of the Registrar

P.O. Box 338081, Chipemba, Zambia

Ph: +260 973816285/8990552744

Email: dyregistrar@dmisen.edu.zm

Ref. No.: REG / EST / 01313 - 65

Date: 24.01.2024

CERTIFICATE OF EXPERIENCE

This is to certify that **Mr. Anoop**, (B.A, M.B.A), was a Centre Manager at DMI-St. Eugene University, he joined duty on **21st December 2021** and he was relieved from duty on **24th January 2024** due to closure of contract.

During his stay at DMI-St. Eugene University, his conduct and character were good. He worked very well with both the members of staff and the Management of the University.

Thank you.

FOR DMI - ST. EUGENE UNIVERSITY

Dr. J. Arockia Venice
Registrar



ANNA UNIVERSITY

CHENNAI - 600 025



PROVISIONAL CERTIFICATE

Folio No.: **ASPL20335942**

This is to certify that the following candidate has qualified for the award of Degree as detailed below:

Name : **ANOOP P**

Registration Number : **960413631005**

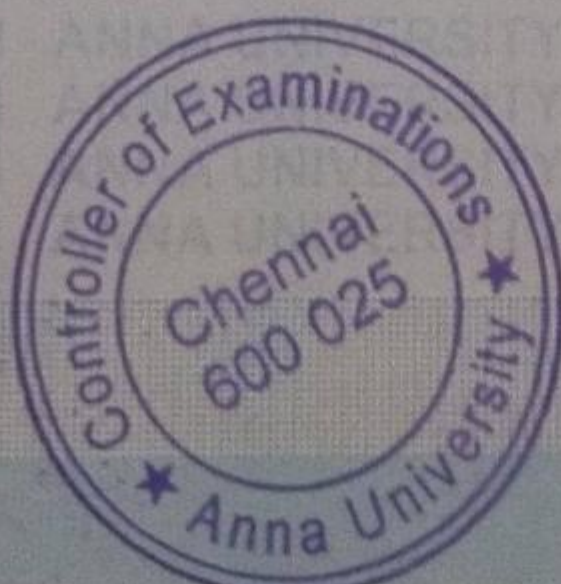
Degree : **M.B.A.**

Branch/Specialization : **---**

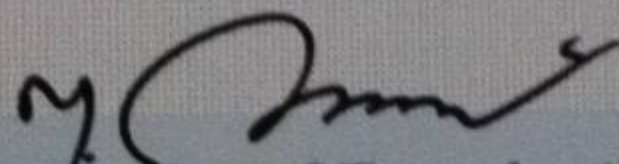
Month and Year of Passing: **November 2020**

Classification : **SECOND CLASS**

Note : Due to COVID-19 Pandemic, the Examinations of the Session scheduled for April / May 2020 were conducted in November / December 2020.



Chennai - 600 025.


Controller of Examinations i/c

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