



PRASHOP V.S

Administrative Officer

Detail-oriented office administrator with 10+ years of experience ensuring offices run smoothly and efficiently. Continually find new ways to raise service quality and streamline office procedures. Looking for a role within the company in which my knowledge of performance in providing outstanding customer service, office support and managerial expertise.

+971 56 1348 583

prashopvs@gmail.com

Dubai, United Arab Emirates

LANGUAGES PROFICIENCY:

- ENGLISH : Professional proficiency
- HINDI : Proficient

COMPUTER LITERACY:

- MS Word
- MS Excel
- MS Powerpoint
- Adobe Photoshop.

DRIVING LICENSE :

UAE Driving License
No. 1021469 (Expired,
Need to renew)



<https://www.linkedin.com/in/prashop-sathyapalan-2177432a9>

ACADEMIC QUALIFICATION:

- BSc Botany (2000-2003)
SNM college Maliankara
- Pre Degree 1998 to 2000
MG University, Kerala
- S.S.L.C from (1997)
Government of Kerala board

ACHIEVEMENTS

- Led the highest performing campaign in 2022 at Malabar ECC
- Employee of the Month March 2023, at Malabar ECC for excelling marketing targets

PROFESSIONAL EXPERIENCE:

Worked as sales executive of NEXA branded luxury cars at Sai service Pvt Ltd, **Kodungallur Kerala** from June 2023 to December 2023

Key responsibilities

- Managed a portfolio of 5+ products and services while mentoring the sales learn to achieve sales goals.
- Led operational excellence of 15 Locations and territories through the effective implementation of strategic plans.
- Analyzed market segments to identify new business opportunities

Worked as Office Administrator cum Marketing Manager at **Malabar Entrance Coaching Centre, Kodungallur** from 2011 to May 2023

Key responsibilities

- Developing and communicating marketing plans, campaign results, and project recommendations to the senior management team.
- Supporting and supervising marketing team activities in various areas including branding ideas, advertising, website, social media, and event planning.

PERSONAL
SKILLS



95%
FOCUSED

90%
GOAL
ORIENTED

95%
PROACTIVE

PASSPORT DETAILS

Passport No. : S 5038330
Place of Issue : Cochin
Date of Issue : 31/07/2018
Date of Expiry : 30/07/2028

Worked as Office Administrator at
Al Khawaneej Electromechanical works LLC
Dubai 2009-2011

Key responsibilities

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints;
- Control of general office supplies, kitchen supplies, storage room of supplies by ordering and responding to specific supply requests within a pre-approved budget;
- Manage office vendors and monitor their performance

Worked as Office Asst at **Strabag Dubai LLC**
from 2006 to 2009

Key responsibilities

- Establish a strong partnership, fostering effective communication and coordination with both vendors and supervisors for optimal facility management.
- Vendor coordination and supervision for facility management (Civil and MEP)

PERSONAL DETAILS

Nationality : Indian
Fathers Name : Sathyapalan
Marital Status : Married
Date of Birth : 01 May 1983

Worked as Office Assistant at **Green mountain Electromechanical works Dubai** from 2005 to 2006

Key responsibilities

- Preparing quotation for the Facilities and Maintenance team.
- Provided reliable assistance to 20 staff members

PROFESSIONAL SKILLS

Enterprise Resource Planning



Bookkeeping



Effective Communication.



Data Gathering & Entry



Client Relations



Computer Skills



Complex Problem-Solving.



Continous Professional Development (CPD)



I here by declare that all the information above is true to the best of knowledge.

PRASHOP V.S

January 2024, Dubai, UAE

