



RIJU REGHUNATH

EDUCATION

Bachelor of Business Administration (BBA) – UAE Embassy Attested
University of Madras - India

WORK EXPERIENCE

CCTV Operator - EMRILL Facilities Management LLC, Dubai, UAE

From Feb'2016 to till date

- Administered safety procedures for employees to promote a safe work environment.
- Maintained Security Timesheets, incident reports and daily logs of visitors/workers to account for all persons in case of an emergency.
- Managed budget planning and development, supplies, equipment maintenance, and policy revision, coordination, and implementation
- Increased efficiency and confidence of Security operations through departmental reorganization including scheduling, operations, policy and procedure and personnel selection improvements.
- Kept accurate accounts of daily activities, irregularities, violations and incidents in logbook. Typed and E-mailed Recap of day's events and incident reports to Command Centre and Office Managers.
- Very effective at deescalating emotionally charged situations with concise communication

Account Assistant - Geeyem Motors Pvt. Ltd (Chevrolet), India

From Sep'2012 to Aug'2015

- Managed sales reporting whose tasks included calculation of sales, commission and incentive analysis.
- Explained various Income tax bills and notices to taxpayers and set up instalment agreements.
- Processed vendor invoices for payment through accounting software within company compliance process.
- Performed administrative duties as assigned and assisted Financial Controller on various project.
- Achieved the deadline of clearing a 3 month back log of work within a month's time with utmost efficiency and accuracy.
- Assisted the Development Accountant the preparation of monthly management accounts, budgets and forecasts.
- Maintained all bank accounts. This included posting all entries from the system, funding of bank accounts and month end reconciliations.

ABOUT

Reliable and friendly, quick learning and master's new concept and skills. Passionate about helping people and creating a satisfying experience for them. Ability to work in high pressure working condition.

CAREER OBJECTIVE

To continuously strive for higher achievement in life and establish myself as a perfect and accept challenging work and contribute towards the success of esteem organization by hard work and acquired skills.

CONTACT

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DRIVING LICENSE

Holding Valid UAE License (Manual)
Validity: 22nd Nov 2024

HOBBIES

Reading Books
Playing Volleyball

Sales Executive - Bharti Airtel (India)

From Jan'2010 to Jul'2012

- Developed channel partners to increase company-wide sales leads and industry partnerships.
- Negotiated contracts, marketed company involvement, and organized participation yearly in trade shows that increased sales for Growth Sales Team and improved brand recognition.
- Maintained and built CRM records, reports, and opportunities to increase sales optimization and performance within my team.
- Implemented the company's existing sales and marketing strategies that increased monthly revenues in the territory.
- Generated sales leads organically, as well as through customer referrals, Internet research, and cold calling for various accounts

SKILLS

- MS Excel
- MS Word