

# **BIJO VARGHESE**

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## **OBJECTIVE**

To work in a position where I will increase gains in profit performance, revenue growth and market share by using my expertise and skills in business management and entrepreneurial drive.

## **SUMMARY**

- Ambitious and highly motivated to meet the demands of the job
- Excellent skills in marketing and business development
- Establish and maintain productive working relationship with Management, Clients and team members.
- Good Analytic and Communication skill.
- Good time management skills
- Able to work under pressure and with no supervision at all
- Skilled in various computer programs in HR, sales and marketing
- Previous experience working in competitive markets and delivering results
- Great troubleshooting and problem-solving skills

## **EXPERIENCE**

### **HR Admin (2015 – Present)**

**❖ Middle East Establishment for Safety Equipment's, Bahrain.**

#### Responsibilities

- Preparing and conducting Interviews for selecting the best candidate.
- Coordinate with the Customer and company to deliver the best to the Customer.
- Preparing the Salary, and all other procedures for the employees work schedule.
- Communicating with management, staff and customers.
- Responsible for maintaining related documents of employees work culture towards the company.
- Mediator to have a good relation with the company and the employees for solving internal issues.
- Knowledgeable with all aspects of the HR functions and Familiarity with and knowledge of Bahrain employment laws ideally

## **Marketing Executive (June 2014 – March 2015)**

### **❖ HDFC BANK (Chennai, India).**

#### Responsibilities

- Representing the company in various exhibitions and trade fairs
- Launching and distributing several products
- Boosting sales by every month basis.
- Researching the market on a regular basis for related products
- Arranging several effective client demonstrations

#### Achievements

- Successfully implemented a marketing campaign which increased enquiries from businesses.

## **EDUCATION AND QUALIFICATIONS**

### **Anna University, Chennai, India**

Master's in Business Administration-MBA  
(2012 – 2014)

#### Modules include

1. Human Resource-HR
2. Operational management.
3. Finance

### **Manonmaniam Sundaranar University, Tamil Nadu, India**

Bachelor of Arts in Tourism-BA (2009 – 2012)

Acquired the university 3rd rank with Distension from Manonmaniam Sundaranar University in the year 2012, while completing a Bachelor Degree.

## **OTHER SKILLS**

- **Languages:** Fluent in English, Malayalam and Tamil; good level of spoken and written Hindi
- **Computer Proficiency:** High level of competency in Tally ERP, SPSS ERP, MS Word, Excel, Microsoft Power point, MS Access and HTML.

## **ACTIVITIES AND INTERESTS**

- **Attained Driving License from Kingdom of Bahrain**
- Leader of National Service Scheme (NSS) in Under Graduation College level.

## **DECLARATION:**

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

PLACE: MANAMA

DATE: 01/10/2020