

NAVANEETH VENUGOPAL



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PERSONAL STATEMENT

To acquire a demanding position in any organisation to conductively utilizing my skills and education for the benefit of the organization and building up a futuristic personal career.

WORK HISTORY

Kinetic Energy Company Factory WLL

Al Hoor, Kingdom of Bahrain
Mar 2018 - Present

Office Manager

Administrating the Bahrain office.
Preparing and implementing a Marketing plan to promote PS Designer (PipeSupport Design Software) and Pipe Supports Products in the GCC.
Introduce the PS Designer and our full products to different clients and our agents in the area.
Collect feedback from customers on our Products, deliveries and get their concerns.
Collecting the feedback and comments throughout the process from the RFQ stage to offer submission and order execution/project closing.
Getting the different feedback, market update, etc. from our agents around the world.
Prepare quarterly updates on the market, feedback from our clients and our agents.
Maintains office staff by recruiting, selecting, orienting, and training employees.
Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

Internation Varification Service

Manama, Kingdom of Bahrain
Dec 2016 - Mar 2018

IT Support and Admin

Work here under Embassy Of India for passport and visa services.
The role included adding and removing staff. The responsibilities were to create daily, weekly and monthly reports.
Resolving the IT related issues.
Providing training on new updates in software and process.
Role includes Indian passport renewal and visa application process.
Visa process includes accepting the application with bio metric data processing and signing.
Coordinating with Embassy Of India. Meeting the Diplomat's for updates regarding the new rules and changes in process.

Aster Medical Center

Dubai, United Arab Emirates
Aug 2014 - Oct 2016

Assistant Team Leader

Work here was to help customer in need. Providing the team with required training and updates.
Creating the team score and generating the reports.
Generating the reports for daily, weekly and monthly for the process.
Designing PowerPoint for the team strategy and presenting it to the higher management.
Handling the insurance and related inquiry. IT and troubleshooting.
Coordinating with IT department. Installing and handling the server side issues.

Hashcoder

Kozhikode Kerala, India
Aug 2012 - Apr 2014

Business Development Executive

This was a part time/intern job while graduating.
The role here was to find new customer. Understanding the business and identifying the customers needs.
Interaction with team and updating the team about the customer's expectation

QUALIFICATIONS

National Institute of Business Management

Trivandrum Kerala, India
2016 - Present

Master of Business Administration

Principle and Practices Management
Human Resource Management
Finance Management
Marketing Management
Principles of Economics
Organisational Behaviours
International Law
Strategic Management
Management Information System

UNIVERSITY OF CALICUT

KOZHIKODE, KERALA, INDIA
2010 - 2013

BACHELOR OF SCIENCE in COMPUTER SCIENCE

Academic papers included embedded system, microprocessors, Software Development and Web designing.

KENDRIYA VIDYALA NO 1

KASARAGOD, KERALA, INDIA
2010

TECHNICAL SKILLS

- Full Car Licence
- VB.net
- Microsoft Office
- C++
- Network troubleshooting
- Office Management Softwares

PERSONAL SKILLS

Punctuality

Being on time gives us positive energy

Positive Attitude

being able to understand and take things in positive ways.

Team work

working, coordinating and supporting is the where team is build. Team work makes the company strong

Quick learning

ability to grasp new thinks in short time and using the skill in work.

Operations management

Designing and controlling the process of operation and redesigning business operations in the production of services

Skilled multi-tasking

Ideal knowledge of balancing the time and energy to get the maximum output

COMMUNITY & VOLUNTEER EXPERIENCE

Dubai Care

Dubai, United Arab Emirates

Aug 2015 - Jul 2016



Volunteer

This organisation did social work in different countries.

The organisation focus on educating more and more kids in remote areas where education was a dream for kids.

INTERESTS

- Traveling
 - Photography
 - Exploring more into technology
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REFEREES

Referees available on request.