

CURRICULAM VITAE

ATHUL T P

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Kingdom of Bahrain

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Objective:

To pursue a highly challenging career, where I can apply my Knowledge, acquire new skills and contribute effectively to the growth of the organization.

Professional Work Experience

Current Employer : Nielsen Company Manama

Position Title : Marketing / Auditor

Start date : 10-10-2007 End date: Still Working

Manager : V.K.Samuel Phone Number: 39410865

May we contact your Manager : YES

Duties & Responsibility

- ❑ Conduct data collection work in accordance with the briefing procedures and responding to queries within timelines.
- ❑ Doing data entry for FMCG products and upload barcodes and images to the server.
- ❑ Achieving sales targets by recruiting mini markets, supermarkets and hypermarkets in to our panel.
- ❑ Tracking new market trends, promotional activities to compare the sales volume of the business.
- ❑ Attend and conduct project briefing/mock session arranged by the executive and supervisor.
- ❑ To interview respondents in a professional manner and record respondent information accurately
- ❑ Conduct data collection work assigned in accordance with the briefing procedures.
- ❑ To respond to queries in a timely manner.

- ▢ Ensure prompt delivery of service to the responsible clients in order to achieve the set financial objectives and other operational performance Indicators.
- ▢ Collect client data according to the company standards and integrity.
- ▢ Preparing monthly highlights reports for the new openings, promotions, changes of sku's and market reality within the month.
- ▢ Conducting mystery shopping for the clients to give the feedback of their quality of delivery and customer service.
- ▢ Conducting retail establishment survey for Identify different outlet types and quantify number of outlets in a universe by type.
- ▢ Leading customized special projects for the clients as per their requirements.
- ▢ Data clearance as per the Nielsen standard for received electronic data from the retailers/clients

Employer : Starbucks Coffee, Bahrain

Position Title : Team leader/Barista

Start date : 2-2-2006 **End date:** 30-08-2007

- ▢ Connect, discover and respond in a timely manner to the customers.
- ▢ Promotes coffee consumption by educating customer.
- ▢ selling coffee and coffee grinding and brewing equipment, accessories.
- ▢ Maintains inventories by replenishing coffee bean supply.
- ▢ Improves quality results by studying, evaluating, and re-designing processes.
- ▢ Implementing changes, maintaining and improving the appearance of the store.

Employer : Café Coffee Day, Bangalore - India

Position Title : Shift Manager

Start date : 05-07-2004 **End date:** 31-11-2004

- ▢ Delegating tasks to staff and supervising their performance.
- ▢ Maintaining a fully-stocked inventory and ordering food supplies, as needed.
- ▢ Managing dining reservations

- ▢ Assigns tasks to employees on shift.
- ▢ Engages with customers to ensure they are satisfied with service and products offered.
- ▢ Promotes specials, sales, and new products or services when relevant.
- ▢ Reports losses, employee behavioral issues, serious customer complaints, and other significant issues to upper level management.
- ▢ Addresses and resolves customer inquiries and complaints.

Employer : Hotel Blue Nest, Trivandrum

Position Title : Store Keeper Cum Cashier

Start date : 04-01-2004 End date: 30-06-2004

- ▢ Cashier
- ▢ Customer Service
- ▢ ID Checking
- ▢ Customer Service / Helping the customers in carrying there purchased stuffs to the car parking and loading the stuff in there car
- ▢ Transferring the stocks to the mini store
- ▢ Zero out the damaged and expired products in the store
- ▢ Stocking
- ▢ Helping the customers to find out there stuffs they are looking for
- ▢ Good interaction with the customers.

Professional Achievements

- ▢ Obtained BEST RMS AUDITOR Award.
- ▢ Successfully completed the HHT & LHHT Audits training
- ▢ Successfully completed 3 hours of Practical and Theoretical training in Operation of Extinguishers and Hose Reels in the year 2013.

Educational Qualification

- ☐ BPO training course from Call Center College, Bangalore in 2003
- ☐ Diploma in Hotel Management from National HI-TEC Management Studies, Calicut, Kerala in 2001
- ☐ Matric Examination (10th) from board of Kerala on 1998 (INDIA)

Technical Qualification

- ☐ Certificate in MS - Office (Word, Excel, Power Point & Access)
- ☐ Operating System- Windows

Strength

- ☐ Eager to learn and add value to the organization and team.
- ☐ Strong ability to reason and use judgment effectively.
- ☐ Optimistic with a “never-give-up attitude”, strong will power and determination.
- ☐ Hard working and value driven person and does all work with utmost sincerity and dedication
- ☐ Honest and Trustworthy.
- ☐ Team player with a collaborative disposition.
- ☐ Ability to work well under pressure and set timelines.
- ☐ Attention to detail and inquiring mind.
- ☐ Active and willingness to travel from one place to another.
- ☐ Good communication skills and a pleasant personality.
- ☐ Comfortable working with data, numbers and capturing/reporting information

Hobbies

Listening Music, Travelling

Interest

Driving, Swimming

Personal Profile

Name : Athul T P

D.O.B : 17/12/1983

Sex : Male

Nationality : Indian

Marital Status : Married

Language known : English- Read, Write & Speak
Hindi – Read, Write & Speak
Malayalam – Read, Write & Speak

CPR NO : 831218541

CPR expiry date : **07-07-2020**

Passport No. : L1416440

Passport Expiry Date : 20-01-2024

Driving License : Bahrain, India

DECLARATION

*I hereby declare that all the above information and facts furnished are true and
Correct to the best of my knowledge.*

Place : Bahrain

ATHUL T P