



# MANJU SUMESH

## MBA - HUMAN RESOURCE MANAGEMENT

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### PROFILE

DOB 28-09-1991  
Gender Female  
Marital Status Married  
Nationality Indian  
Religion Hindu  
Visa status Residence Visa  
(Husband visa)

### LANGUAGES

English Read, Write & Speak  
Malayalam Read, Write & Speak  
Hindi Read & Speak  
Tamil Speak

## Professional Summary

Associate with a growth-oriented organization with determination, dedication, discipline and deploy my competencies towards personal and professional growth by utilizing my educational and analytical skills. Practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements.

## Experience

### Parklane Repro graphics LLC Dubai, UAE 2021 Aug –Current Employee ADMINISTRATOR

- Managed agendas and calendars, boosting productivity and improving organizational initiatives.
- Collected, validated and distributed information to employees.
- Targeted new customers to grow geographic reach and increase revenue.
- Managed company schedule to coordinate calendar and arrange travel.
- Adapted to workflow changes and implemented continuous process improvements to overcome obstacles.
- Coordinated with human resources department to handle payroll and personnel databases.
- Completed forms and reports to facilitate admission, transfer or discharge.
- Maintained personnel records and updated internal databases to support document management.
- Computerized office activities, maintained customer communications and tracked records through delivery.

### Tansheet Al Mubashir Tech LLC Dubai Karama, UAE 2021 Jan – 2021 Aug SALES EXECUTIVE

- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
- Analyzed past sales data and team performance to develop realistic sales goals.
- Managed entire sales cycle across customer accounts, proposing and closing sales to achieve total revenue growth, profit and customer satisfaction plans.
- Developed sales strategy based on research of consumer buying trends and market conditions.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.

### Gov. higher secondary school, Chenthraipinni 2019 June – 2020 June ADMINISTRATOR CLERK

- Coordinated and maintained impressive office organization to keep facilities efficient, organized and professional.
- Produced high-quality communications for internal and external use.

## SKILLS

- Hiring and retention
- Training and development
- Compensation/payroll
- Employee relations
- Labor agreements
- Compensation administration
- Regulatory Compliance
- Personnel records maintenance
- Exceptional interpersonal skills
- Innovative
- Preparation of computerized books of accounts
- Bank reconciliation and Cashier
- Payment follows up with the clients
- Finalization of accounts
- Conducting audit in the accounts department
- Daily monitoring and verifying of purchase and sales
- Preparation for cash / fund flow statements
- Preparation fund plan and budgeting
- Preparation of weekly and monthly financial statement

## SOFTWARE KNOWLEDGE

Microsoft Office Word	★ ★ ★ ★ ☆
Microsoft Excel	★ ★ ★ ★ ☆
Microsoft Power point	★ ★ ★ ★ ☆

- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
- Provided friendly service and assistance to clients promote customer loyalty, satisfaction and sales.
- Interacted with customers by phone, email or in-person to provide information.
- Verified transactions, product orders and shipping dates and entered information into databases and reports.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.
- Prepared meeting rooms and materials and recorded important information.
- Created reports and developed improvements and enhancements to automate records and file systems.

## Education

**MBA - Human Resource Management**

*2013 –*

*2015*

Manipal University, Jaipur, India

**BA – Economics**

*2010 – 2013*

University of Calicut, Kerala, India

**DHSE - Science**

*2008 – 2010*

Kerala Board, Kerala

**SSLC**

*2008*

## Technical Qualification

- Diploma holder in Computerized Financial Accounting.
- Operating System, MS-Windows, LINUX Hardware, Troubleshooting, assembling, networking skills, LAN Setting.

## Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

MANJU SUMESH