



Nafsar M Kadavath

Motivated, results-driven & experienced in Secretarial, Business Development, and Operational with over 16 years of extensive and diverse experience. Flexible and versatile thrives on rapidly changing situations & deadline- driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Recognized and respected for meticulously decisive processes and operational development prowess that leads to sustained organizational growth. Skilled at developing highly productive relationships with vendors, clients, and stakeholders. Demonstrate leadership in communicating business goals, program objectives, and processes for the functional business segment. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

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📍 Abu Dhabi UAE

🌐 [linkedin.com/in/nafsar-kadavath-b38a198b](https://www.linkedin.com/in/nafsar-kadavath-b38a198b)

SKILLS

Project Management

Administration

Operations Management

Sales and Marketing

Budget Management

Business Development

Client Relations

Communication

Compliance Management

Problem Solving

Quality Control

Risk Management

Strategic Planning

Workflow Management

Team Leadership

WORK EXPERIENCES

Secretary

Maleh & Helow for Sweets LLC

2014- 2020 Abu Dhabi, UAE

Achievements/Tasks

- Responsible for managing office system of the company, making cash deposits, executing transactions, delivering reports to managers, making sure cash transactions are recorded in the daily log, developing effective accounting methods for company cash reporting, making reports of daily transactions, keeping cash ready for company's transactions, checking money requests before sanctioning, reporting of any discrepancies, ensuring debtors make payment and maintaining all accounts in an organized manner.
- Maintained a variety of reports, summaries, databases, and spreadsheets for various processes and programs.
- Ensured compliance of all policies and procedures affecting the accounting operations.
- Ordering raw materials, being involved in decision making, taking manager's responsibility and working closely with the management.

Agency Manager

Birla Sun Life Insurance Company Ltd

2010-2014- Kozhikode, India

Achievements/Tasks

- Responsible for recruitment of Financial Advisors (FA) creating new client relationships as well as strengthening relationships with the existing clients by offering them insurance products.
- Generated new customer leads through various channels, proactively identified sales prospects, conducted business development activities, and follow up on new leads and referrals to generate business.
- Achieved the monthly sales targets, and cross-sold various products and services while following various internal guidelines and procedures of the company
- Ensured customer satisfaction through regular engagement, resolved customer queries and facilitated customer service.
- Maintained periodic status reports, including daily activity report and calls/follow-ups made.

Bank Executive

ICICI Bank Ltd

2006- 2010, Bangalore- India

Achievements/Tasks

- Provide cheque pickup, Cash pickup facility to the customers
- Provide cheque printing and DD printing facility
- Handling customer's queries and complaints and report to Area Manager

EDUCATION

MBA - Finance and HR (2006)

Bangalore University, India

B.Com (2004)

Calicut University, India

TECHNICAL SKILLS

SAP FICO, MS Office

LANGUAGES KNOWN

English

Arabic

Hindi

Malayalam

Kannada

Tamil

PERSONAL DETAILS

Date of Birth 10th March 1982

Nationality Indian

Passport No P 1672755

Vis Status Visit Visa

Marital Status Married

REFERENCES

Available upon request