



MAHESH T PRAHLADHAN

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ABBASSIYA

Professional Summary

Dynamic, resourceful, and effective operation assistant who has a proven proficiency in all aspects of operation having a track record of fulfilling the entire operational activities at its best way and at the right time. I am so organized, process driven, and has the ability to develop efficient operation. In my career I have an extensive exposure to operation management and direct sales. Being a team player always be self-motivated and encourages colleagues to work cross functionally, and not stop at the boundaries of the job description. Right now I want to be part of a successful operation, and to work for a company where there will be significant career development opportunities.

Skills

- | | |
|---------------------------------|------------------------|
| • Operations management | • Sales background |
| • Process improvement | • Sales training |
| • Quality assurance and control | • Networking skills |
| • Organized | • Customer service |
| • Results-oriented | • Interpersonal skills |

Professional Experience

China State Construction Engineering Corporation Ltd

Document Controller - MEP (University Project – ADFA)

2017- STILL WORK

- Office Operations
- Log Updating
- OT Submission

- MD Submission
- Sample Submission
- MIR submission
- WIR Submission
- SD Submission
- As-Built Submission
- Letter Drafting
- Make all Transmittals Filing
- Log Updating

Al- Sharqa International Co., Kuwait

Admin. Assistant & Document Controller (Renovation of Oula Fuel Station – Omariya)

2016- 2017

- Visa Paper Works
- Letter Drafting
- Office Operations
- Log Updating
- OT Submission
- MD Submission
- Sample Submission
- MIR submission
- WIR Submission
- SD Submission
- Letter Drafting
- Make all Transmittals Filing
- Log Updating

Cadila Pharmaceuticals Limited, India

Field Officer

2012 – 2016

- Achieving Dr.
- Call Average of 12 per day, MCR coverage of 95% and above.
- Implementing market & business strategy.
- Personal Order Booking to ensure availability of products.
- Daily Work Planning and Submission and Daily Call Reporting.
- Achieve and surpass the budgeted YPM for your territory from time to time.

Sky King Builders & Developers, India

Marketing Manager

2010– 2012

- The Marketing Manager implements and manages marketing programs, which support the sales team and the company as a whole with a focus on lead generation.

My duties include.

- Understand and abide by all security and operational policies Demand Generation.
- Teams in the planning, implementation, running and reporting of all marketing programs, including demand generation activities: events, seminars, webinars, mailers, telemarketing, media/publications, web site and corporate communications.
- Manage outside marketing firms.
- Campaign management and tracking in salesforce.com.

ICICI Lombard General Insurance Co. Ltd, India

2005 – 2010

Operation Assistant

- Performing an entire office operation by the help of Path Finder and provide additional IT technical support and troubleshoot when it needed.
- The branch operation includes file management, Cheque processing through intranet, assist all customer queries and keep a track on all on going claims and back up all processed claims for future references.
- Also do responsible to valuate object and approve online in prior to claim proceedings.
- Performed initial client assessment and analysis to begin research process.
- Supported Hub Operating Officer with daily operational functions.

Education:

- Bachelor's Degree in Computer Application, M.G University, India, 2005
Computer Hardware, Software, languages

Personal Details

Date of Birth : 18th April 1985.
Marital Status : Married.
Residency : Transferable (No.18).
Languages : Proficient in English, Hindi, Tamil, Malayalam.
