

**MILESH MURALEEDHARAN**

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*16+ years of experience as Administrative Manager/ Operation Manager/ Project Coordinator/ HR-Procurement/ Business Development In Oil & Gas/ Construction/ FMCG Industry/Automobile/ Interiors, Events & Exhibitions/ Educational Sectors*

## PROFILE SUMMARY

- Successful Purchase & procurement, Inventory Management experience and visionary leadership in steering operations to enhance growth and quality of service in highly demanding environments.
- Rendered support to the Project Managers in their daily routine of running projects. Overseeing and coordination project work, reporting project status. Ensure that all projects are delivered on time.
- Experienced in ensuring alignment of business plans with HR strategies by concentrating on business management, planning, and data analysis
- Skilled in planning, formulating and implementing marketing strategies and promotions to increase market penetration and to drive revenue and profitability by maximizing sales
- Coordinated several activities, resources, equipment and information. Work with team on project work to keep project going according to schedule. Communicate to the management changes to the project scope, project schedule, and project costs.
- Maintained a strong and healthy relationships with employees & suppliers or vendors. Played a major and vital role as the liaison between senior management and employees for communicating their needs and concerns so they can be handled expeditiously.
- Excellence in breaking new avenues & driving revenue growth and providing value added customer service by resolving customer issues & offering customized solutions within product & service norms
- Pivotal in improving customer engagement with the product through focused market research and using the resultant analysis to devise the future product roadmap
- Expert at driving HR Operational initiatives through the implementation of strategic plans and engagement activities
- Accomplished and exceeded volume and profit goals by nurturing partnerships with existing customers
- Resourceful in exploring business potential & opportunities and expanding client base to enhance business volumes
- A strategist & implementer with recognized proficiency in spearheading business to accomplish corporate plans & goals

## CORE COMPETENCIES

*Sales & Marketing  
Training & Development  
Market Research & Analysis*

*Business Development  
Team Management  
Recruitment & Induction*

*HR-Procurement  
Project Coordination  
Strategic Planning*

## ORGANISATIONAL EXPERIENCE

**Aug'20 To Till Date: MAHENDRA PUMPS Pvt Ltd, Kollam as Administration Manager & Sr. Officer Accounts**

### Key Result Areas:

- Managed the entire Administration.
- Ensure all products are delivered on time as per Distributors & Dealers Requirements.
- Coordinated several activities like Stock Maintenance, Sales Order Creation, Payments & Sales.
- Maintained a strong and healthy relationships with Distributors, Dealers & Suppliers or Vendors.
- Communicate to the Management & Production Units for the products requirements.
- Played a major and vital role as the liaison between senior management and employees for communicating their needs and concerns so they can be handled expeditiously.

### Responsibilities:

- Reported to HO DGM – Finance & Accounts for day today activities as Sr. Officer Accounts.
- Processed company documentation, such as invoices and payment checks.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc
- Co-coordinating with Distributors & Dealers for the Pumps requirements & Outstanding Payments from them.
- Interacted with various dealers regarding their requirements & complaints.
- Communicated with clients on a daily basis and ensured excellent customer service
- Prepared invoices & Quickly responding to queries relating to invoices, payments and expense reports..
- Maintained a strong and healthy relationships with Distributors, Dealers & Suppliers or Vendors with versatile of languages.
- Prepared journal entries, complete general ledger operations, monthly, year-end closings and draw up financial reports.
- Knowledge of purchase and sales invoices, VAT and tax returns and bank reconciliation.

- General office duties, answering phones, filing and distributing the post.
- Handling incoming cash and posting it into the relevant bank accounts.
- Reconciling payments with bills, checking Purchase Invoices to Delivery Notes.
- Proficient in the use of computerised accounting systems and spreadsheets.
- Accurately processing supplier invoices and credit notes.
- Good keyboard skills, and able to quickly input and operate financial data.
- Ensuring all invoices are validated against relevant purchase orders.
- Monitoring customer accounts for non-payment and delayed payment.

## PREVIOUS EXPERIENCE

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**April'19 To June'20: Tonnestars Construction Company WLL, Bahrain as Administration Manager/ Project Coordinator**

**April'17 to Feb'19: Sunlight Interiors & Exhibitions WLL, Bahrain as Project & Planning Coordinator**

**April'16 to March'17: Al Osais Company Ltd., Saudi Arabia as Senior Procurement Officer**

**Jan'13 to April'16: Bezel Arabia Company Ltd., Saudi Arabia as Project Coordinator & HR – Procurement Officer**

**Dec'10 to Dec'12: Volkswagen, Kollam as Senior Sales Consultant**

**Jan'10 to Nov'10: Computer Technology Pvt. Ltd., Pune as Sr. Executive – Corporate Accounts**

**Mar'09 to Dec'09: UrogulfPvt. Ltd., Hyderabad as Assistant Operations Manager**

**Aug'07 to Feb'09: CADD Centre Training Services Pvt. Ltd. Pune as Senior Productivity Consultant**

### Highlights:

- Diligently increased the sale of products by 55% through proper marketing plan
- Generated and raised the business growth up to 55% by applying new marketing strategies
- Successfully managed more than 10 products with sales business growth of 65%
- Successfully finished the project in KJO, RASAL KHAIR & SADARA in Saudi Arabia as Project Coordinator
- Successfully finished the project @ AVENUE Mall and CINECO TEN CINEMA Projects @ Oasis Mall Juffair, BAHRAIN as Project Planning Coordinator.
- Successfully finished the project TIM HORTONS@ BDF and Clear Vision Projects @ DANA Mall Manama, BAHRAIN as Administration Manager & Project Coordinator.

## ACADEMIC DETAILS

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- M.B.A (System & Marketing) from D.R.K.C.C Kolhapur Shivaji University, Maharashtra in 2007
- B.C.S from COCSIT College Latur, S R T M University Nanded, Maharashtra in 2005

## IT SKILLS

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- Database: MS SQL Server 2000, My SQL, MS Access Microsoft® WIN 2000/ ME/ XP/ NT/98, MS-DOS
- Adv.Server2000, Linux
- Project Planning Management Tools: Primavera 6.0, PPM Concepts and MSP (Microsoft Office Professional)

## CERTIFICATION

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- Certified Member of Volkswagen Sales Staff

## PERSONAL DETAILS

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Date of Birth: 9<sup>th</sup> May 1983  
 Languages Known: English, Hindi, Marathi, Malayalam, Tamil and Arabic  
 Permanent Address: Krishnakrupa, Mampallikunnam, Chathannoor PO, Kollam-691572, Kerala  
 Location Preference: India/ GCC Countries/ European Countries  
 Nationality: Indian  
 Marital Status: Married  
 No. of Dependents: Two  
 Passport Details: P3398787  
 License Details: MH.25/3/2002/532  
 Bahrain CPR No.: 831466448