



MANU GOPALAKRISHNAN NAIR

Contact



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manugnair8055@gmail.com



Dubai, UAE

Qualification

B.Com Computer Applications

MC University, Kerala, India

2007 - 2010

Higher Secondary

State Board of Higher Secondary
Education Kerala, India

2005 - 2007

Key Skills

- Sales and Marketing
- Client Relationship Management
- Market Research & Analysis
- Negotiation
- Lead Generation
- Customer Service
- Complaint Handling
- Relationship Building
- Administrative Support
- Data Entry & Record-keeping
- Accounting Knowledge
- Financial Data Entry
- Bookkeeping
- Sales Techniques
- Product Knowledge
- Target-driven Mindset

Profile Summary

Proven professional with a strong track record in efficiently managing diverse tasks, meeting deadlines and maintaining a positive mindset. Exceptional organizational skills and adaptability in fast-paced environments. Known for fostering collaboration and ready to take on additional responsibilities to contribute to team objectives. My commitment to excellence ensures results aligned with collective goals.

Work Experience



Business Development Officer 2023 - 2024

Unimoni Financial Services Ltd

Roles and Responsibilities

- Establish and maintain relationships with key clients and partners.
- Handle foreign exchange transactions for clients.
- Facilitate travel card services and manage related transactions.
- Coordinate and oversee the process of sending money internationally.
- Assist clients with travel insurance inquiries and transactions.
- Develop and implement strategies to expand the company's business reach.
- Achieve and exceed sales targets set by the company.



Content Reviewer

2021 - 2022

Tech Firefly (Google)

Roles and Responsibilities

- Assess and review various types of content, including text, images and multimedia, to ensure compliance with company guidelines and policies.
- Recognize and report content-related issues, such as misleading information, inappropriate language, or potential legal concerns.
- Provide clear and constructive feedback to content creators regarding necessary changes or improvements.



Admin Staff

2019 - 2020

Danmirr Consultants, UK

Roles and Responsibilities

- Provide administrative support to ensure efficient office operations.
- Schedule and coordinate appointments and meetings.

Software Proficiency

• MS Office

Word | Excel | PowerPoint

Soft Skills

- Communication
- Leadership
- Team Work
- Problem-Solving
- Time Management
- Coordination
- Decision Making
- Adaptability

Passport Details

- Passport No. : V 2825646
- Date of Expiry : 16/09/2031
- Visa Status : Visit Visa

Personal Info

- Nationality : Indian
- Gender : Male
- Date of Birth : 08/08/1989

Driving License

- Valid India Driving License
HGMV | HPGV | LMV

Language Known

- English
- Hindi
- Malayalam
- Tamil

- Input and update data into databases and spreadsheets.
- Establish and maintain an efficient filing system.
- Prioritize and manage multiple tasks to meet deadlines.



Customer Relation Officer

2018 - 2019

Shell PLC, UK

Roles and Responsibilities

- Provide accurate information about products, services, and company policies.
- Maintain a positive and empathetic attitude in all customer interactions.
- Investigate and resolve customer complaints and issues in a timely manner.
- Build and maintain strong relationships with key customers.



Sales Executive

2016 - 2018

Oxygen Digital Expert, Kerala, India

Roles and Responsibilities

- Prepare and deliver compelling sales presentations to showcase product/service features and benefits.
- Negotiate terms and conditions with clients to secure profitable deals.
- Stay informed about product updates and industry advancements.



Junior Accountant

2014 - 2016

Vembanad Lake Resort, Kerala, India

Roles and Responsibilities

- Manage and maintain accurate financial records, including ledger entries and accounts payable/receivable.
- Process invoices, payments and receipts. Reconcile accounts to ensure accuracy.
- Regularly reconcile bank statements with company records to identify discrepancies.
- Monitor and manage cash flow to ensure liquidity.



UT Technician

2011 - 2014

Industrial X-Ray & Allied Radiographers
Mumbai, India

Roles and Responsibilities

- Perform ultrasonic testing on materials, welds, and components using specialized equipment.
- Interpret and evaluate test results to identify defects, inconsistencies, or deviations from quality standards.
- Ensure compliance with safety regulations and follow established procedures for testing operations.



Junior Accountant

2010 - 2011

Phyramil Diagnostics, Indore

Declaration

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

MANU GOPALAKRISHNAN NAIR