



# TINO P THAMPY

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Al Qusais, Dubai 

## SUMMARY

Highly motivated and professional with over 2+ years of experience providing high-level support to senior managers. My objective is to obtain in a professional office environment where my skills are valued and can benefit the organization. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

**Bangalore University, India**  
Masters in Business Administration  
2017 - 2019

**Vinayaka Mission University India**  
Bachelors in Business Administration  
2015 - 2017

## SOFT SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Optimistic thinking

## HARD SKILL

- Ms Excel
- Ms Word

## LANGUAGES

- English
- Hindi
- Malayalam

## PROFESSIONAL EXPERIENCE

**Shepherd International Logistics, Dubai**  
Business Development Executive | 2023 – 2 months

- Build relationships with customers and ensure they receive a high level of service.
- Helping hesitant customers make a decision.
- Generated new leads through networking at industry.
- Handling customer inquiries.
- Closing sales.

**MRF Pvt Ltd, Kerala India**

Production supervisor. | June 2022 - January 2023

- Supervised all production phases from design and development to timely manufacturer and dispatch.
- Investigated quality, safety and productivity issues.
- Recorded daily production, implementing measures to boost productivity, reduce waste and cuts costs.
- Maintained clean, organized working areas to create positive production environment.

**EVM Nissan, Kerala India**

Business Development Executive | March 2020 - March 2021

- Generated new leads through networking at industry.
- Conference and events.
- Boosted customer satisfaction by introducing a feedback check in after three months of a sale.

**Popular Hyundai, Kerala India**

Business Development Executive | March 2014 - May 2015

- Forecasted sales and market trends to improve business strategy.
- Building relationship with customers.
- Handling customers inquiries, resolving complaints and maintaining customer satisfaction.
- Closing sales.