



HARIKRISHNAN DEVDAS

EXECUTIVE ASSISTANT
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Bur Dubai
Dubai, Uae
Tel: 050377 8215

Education and Certification:

- **Bachelor of Business Administration**
Christ College Irinjalakuda, India
(2017-2020)
- **AWS Cloud Practitioner (2022)**

LANGUAGE KNOWN

English
Malayalam
Hindi

PERSONAL DETAILS

Date of Birth: 22/10/1998
Status: Single
Passport No :V6591221

CAREER OBJECTIVE

Dedicated Sales Manager with a passion for driving business success through exceptional leadership and strategic sales management. Proven ability to inspire and lead teams, set and achieve sales objectives, and analyze complex problems to drive profitability. Skilled in finance, accounting, and business development, with a background in BBA in Finance. Eager to contribute to a dynamic organization and support its mission.

PROFESSIONAL EXPERIENCE

Executive Assistant, DigiWizard Concepts (OPC) Private Limited
(Mar 2023 – April 2024)

- Develop and implement operational policies and procedures to ensure efficient and effective operations.
- Monitor and analyse operational performance metrics to identify areas of improvement.
- Monitor and analyse customer feedback to identify areas of improvement.
- Prepare and analyse operational reports to identify trends and areas of improvement.
- Develop and implement strategies to improve customer service.
- Coordinate and lead cross-functional teams to ensure successful project completion.
- Increasing team sales revenue through targeted coaching and performance management.

Office Assistant, Sudharman & Balakrishnan Associates
(Nov 2020 – Jun 2022)

- Responsible for tracking and implementing new regulatory guidelines.
- Responsible for maintaining all accounting ledgers including monthly review of all account reconciliations.
- Company Registration and other filing to ROC.
- Drafting and presenting meeting minutes and statutory registers.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other statements.
- Overseeing clerical tasks, such as sorting and sending mail.
- Performing general administrator task.

CORE COMPETENCIES

- **Leadership:** Demonstrated ability to lead and inspire teams towards achieving common goals, with a focus on fostering collaboration and achieving results.
- **Sales Management:** Experience in setting and achieving sales objectives to drive business success, including developing strategies, managing sales teams, and building client relationships.
- **Problem Solving:** Skilled in analysing and solving complex problems efficiently and effectively, utilizing data-driven approaches and innovative solutions.
- **Critical Thinking:** Ability to think critically and make sound decisions based on analytical reasoning, with a focus on evaluating information and predicting outcomes.

Skills:

- | | |
|--------------------------|-----------------------------|
| • Microsoft Office | • Data analyze |
| • MS Word | • Content Management skills |
| • Business Management | • CRM |
| • Communication | • Creative skills |
| • Team Management | • SEO |
| • Leadership | • Customer Service |
| • Adaptability | • Organizational skill |
| • Social media marketing | • Document management |

DECLARATION

(I hereby declare that all the details given by me is true to the best of my knowledge)

Yours faithfully,

HARIKRISHNAN DEVADAS