

## PERSONAL DETAILS

### BIRTH DATE

24/03/1993

### NATIONALITY

INDIAN

### PERMANENT ADDRESS

EDANATTUKUNNEL  
MANJOOR SOUTH PO  
KOTTAYAM  
KERALA  
PIN : 686603

### MARITAL STATUS

SINGLE

### CONTACT

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### SKILLS SUMMARY

- Operations Manager
- Marketing Executive
- Accountants Executive
- Night Manager
- Front Office Manager

### Computer skills

- M S Word, MS Excel, MS Power Point
- Tally ERP9
- eZee POS and Frontdesk
- Adobe – Photo Shop CS6 & CC
- -Illustrator CS6 & CC (basic knowledge)

### Languages Known

English,  
Malayalam,  
Hindi,  
Tamil and  
Kiswahili

# SUBIN SURENDRAN

## OPERATIONS MANAGER

### PERSONAL PROFILE

I am currently employed as an Operations Manager in a furniture manufacturing and sales showrooms in Tanzania. I have experience in staff management, customer relations, Hotel management and direct marketing experience in FMCG and Hardware market in Kerala (India). I am also experienced in finance/accounts and other operations in Furniture showroom and Hotel industry.

### OBJECTIVE

To be an integral part of the marketing team of an organization where, I can utilize my skills and abilities towards the achievement of the goals of the organization.

### WORK EXPERIENCE

#### OPERATIONS MANAGER

##### JAFFERY IND. SAINI LTD

(DAR ES SALAAM, TANZANIA)

OCTOBER, 2021 – PRESENT

- Responsible for the overall operational excellence of the furniture showroom
- Responsible for furniture showroom presentation and arrangement, ensuring enticing interior decoration presentation to maximise sales.
- Managing companies Tanzanian National E-procurement System (TANEPS).
- Managing daily Tender invitation and online submissions.
- Managing client relationship, manage sales enquiries and preparing project proposals to meet client's needs.
- Managing retail offering and inventory stocks monitoring to ensure timely replenishment of stocks
- Manage production and delivery of goods according to the customer orders.
- Working closely with customer service & operations team to ensure smooth day to day furniture retail operations
- Manage retail sales scheduling to ensure smooth retail sales operations

#### ACCOUNTANT

##### MADINAT AL BAHR BUSINESS AND SPA HOTEL (PRISTINE INVESTMENTS LTD)

(ZANZIBAR, TANZANIA)

APRIL, 2018 - NOV 2020

- Handling petty cash and daily cash collections
- Prepared government taxes and presented documentation for an audit
- Finalization Books of Accounts
- Declares Accounts Receivable & Accounts Payable management.
- Monitoring Books of Accounts.
- Making Pro forma Invoices and Prepare Invoice for billing.
- Maintained and prepared hotel payroll including summary registers and reports.
- Tracked cash receipts and petty cash expenditures and prepared daily cash deposits.
- Processed payroll for a staff of over one hundred and fifty and tracked seasonal

## HOBBIES

Playing Volleyball and  
Cricket  
Travelling  
Photo Editing  
Gardening  
Crafting  
Aquascaping

hires.

- Prepared financial statements and made budget recommendations.
- Reviewed and posted invoices and processed checks.
- Supervised and trained new accounting hires at the request of the manager.
- **Other Duties Done:** Duties of Front Office and Reservations Manager/ Night Manager/Auditor and Operations Manager.

## AREA SALES EXECUTIVE

### QUBA ARCHITECTURAL AND HARWARE FITTINGS PVT LTD

KERALA (INDIA)

MAY 2017 - JAN 2018

- Undertake tour planning with the assigned head
- Opening new dealers in every town
- Plan and undertake visit to customer location at a pre-defined frequency
- Maintaining and increasing sales of your company's products
- Reaching the targets and goals set for my area
- Establishing, maintaining and expanding your customer base
- Servicing the needs of my existing customers
- Increasing business opportunities through various routes to market
- Developing sales strategies and setting targets
- Compiling and analysing sales figures
- Collecting customer feedback and market research
- Reporting to senior managers
- Keeping up to date with products and competitors

## TERRITORY SALES IN CHARGE

### CAVINKARE PVT LTD

APRIL 2015 - MAY 2017

KOTTAYAM (KERALA, INDIA)

- Evaluate and appoint distributors in the allocated area
- Capture orders and ensure fulfillment
- Visiting potential customers for new business
- Devise effective territory sales and marketing strategies
- Analyze data to find the most efficient sales methods
- Discover sales opportunities through consumer research
- Present products and services to prospective customers
- Monitor competition within assigned region
- Prepare and submit reports to the Sales Manager

## EDUCATION

### MBA In Marketing and HR

- MARIAN ACCADANY OF MANAGEMENT STUDIES, PUTHUPPADY 2013-2015

### B. COM In Computer Application

- ETTUMANOORAPPAN COLLEGE, ETTUMANOOR 2010- 2013

## **OTHER EXPERIENCE**

- Completed a successful organization study at MRF Ltd. Kottayam
- 2 months internship in Reliance Fresh – Retail outlet (Bangalore)

## **REFERENCES**

### **1) Mr. SONY JOSEPH**

General Manager  
Saini Food Products Ltd  
Dar Es Salaam  
Ph: +255 684 439 909

### **2) MR. NIGEL PEREIRA**

Admin Manager/ FC  
Madinat Al Bahr Business and Spa Hotel  
Zanzibar  
Ph: +255 778 457 411