



ROOPESH A

Mob : 91-9037404321

Email : roopeshanileshwar@gmail.com

Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Work History

Profundo Research and Advice – Research Associate

(Sept 2020 - Current)

Regional Consultant Office, South Asia

- Prepare findings and update databases to include newfound information, and create a summary of that analysis to pass on to the project director.
- Assist other researchers with various tasks, including data entry, sample care and storage, field research, statistical analysis and presentation preparation.
- Create research summaries in multiple formats, including spreadsheets, PowerPoint presentations, graphs and standard, written summaries.
- Handle necessary administrative paperwork and other documentation needed for project validation and research quality control.
- Perform internet searches to gather relevant information, and record any findings in a manner pursuant to facility protocol.

Sri Vanalakshmi Wood Products Pvt Ltd

Assistant Manager Oct 2013 – March 2018 **Manager** April 2018 – Aug 2020

Nileshwar, Kasaragod (Dist.), Kerala (State)

- Great and welcome guests/visitors and direct visitors to the appropriate person and office and Answer, screen and forward incoming phone calls.
- Plan, coordinate and manage all administrative procedures and systems and Assess staff performance and manage schedules and deadlines.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc) and Monitor costs and expenses to assist in budget preparation.
- Oversee the preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products, or services.
- Present projects to clients and work with them to strategize and improve the material according to their needs.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

Educational Qualification

Master of Business Administration (MBA)	2013	71.2 %
Bachelor of Business Administration (BBA)	2011	
Plus Two (commerce)	2006	64 %
SSLC	2004	59 %
Teachers Training course (TTC)	2008	
Digital Marketing Basics Course at DigitalDeepak	2019	

Extra Curricular Activities

- Kerala State Master Game's weight Lifting championship (2021) – **1st Prize**
- Kannur University Weightlifting Championship (2009-10) – **1st Prize**
- Participated in **National** Level & **State** level NSS Camp 2010
- Participated in Kerala state level Basketball, Weight Lifting and Power Lifting competition.

Personal Information

Full Name	:	Roopesh A
Father's Name	:	M K Kunhikrishnan
Mother's Name	:	Indira A
Date of Birth	:	28/06/1988
Sex	:	Male
Nationality	:	Indian
Marital status	:	Married
Languages Known	:	English, Malayalam
Aadhaar Card No	:	9953 1565 7640
Driving License	:	Two & Four Wheeler (No: 60/2099/2006)
Passport No	:	V0533527 (Date of Expiry : 2031)
Pan card No	:	BBEPR2395K
Contact Address	:	Indeevaram House, Kizhakkan Kozhuval, Nileshwar, Kasaragod (Dist.) Kerala – 671314

I hereby solemnly declare that the above details furnished by me are true to the best of my knowledge.

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