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Pramod Sivan Menon

Senior Professional

Administrator / Coordinator / Recruiter

Location Preference: Anywhere UAE

Executive Profile

Professional offering **nearly 10years** of experience in different streams. To join an organization that gives me an opportunity to showcase my skills and also helps me gain practical exposure while making a positive contribution to your institution.

Results driven & motivated team player can do well under challenging and pressurized Situations. Offers great communication skills, a highly professional attitude and have skills in handling Sales and Accounts.

Key Skills



- **Research**
- **Budgeting**
- **Negotiating Re-payment**
- **Reducing Delinquency**
- **Quality / Service Standards**
- **Cash Flow Management**
- **High level of Accuracy**
- **Continuous Improvement**
- **Customer Experience**
- **Administrative Operations**
- **Team Work & Leadership**
- **Executive Management**
- **Corporate Strategy**
- **Client Relations**

Timeline

B.Com. from
MG University
2008 -2010

Vaishnavi Tours And
Travels Kerala as
Administrative
Executive
2012 – 2013

Diploma In Indian
And Foreign
Accounting, India
2011

Tamarind Weddings
Kerala, as Coordinator
2014 - 2022

Experience

Tamarind Weddings, Kerala, India
Coordinator

Jan'14 – Jan'22:

Vaishnavi Tours and Travels, Kerala, India
Administrative Executive

Jan'12 – Dec'13:

Education

- ❖ **Bachelor's in commerce** from MG University, Kerala, India(pursuing)

LANGUAGES

English

Professional Working Proficiency

Tamil

Limited Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency



Personal Details

Date of Birth: 1st August 1988

Passport ID: V6586584 - **Valid Till:** 23/01/2032 - **Visa Status:** Visit Visa (Valid 07/04/22)

Nationality: Indian

Driving License: Indian