



Naveen Sankar

Skilled and tenacious professional with a degree focused on mechanical engineering with extensive experience in product management, HR, administration, research, and operations management. Eager to transform the responsibilities positively in the company during the roles assumed. Keen to use administrative and leadership skills for the growth of the organization.

CONTACT

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- naveensankar.com
- United Arab Emirates

PROFESSIONAL SKILLS

HR & Admin Management
Product Management
Operations Management
Project Management

LANGUAGES

English
Malayalam
Tamil
Hindi

Residency

Visa Status – Cancelled
Passport No – N1226623

WORK HISTORY

Jul 2020 – **Deputy Manager**

Jul 2022

PreparEd

United Arab Emirates

- ❖ Product management and developmental guidance.
- ❖ Handled full cycle recruiting and payroll coordination for UAE and India.
- ❖ Researching and forecasting recruitment needs.
- ❖ Lead the team to meet organizational goals and regulatory requirements.
- ❖ Project administration & management.
- ❖ Executive assistance to the Managing Director.
- ❖ User level performance testing of the web and mobile applications.
- ❖ Market research to create representative presentations.
- ❖ Lead and manage the cross-functional teams in UAE and

Jul 2018 – **Executive - Operations**

Feb 2020

PVR Limited

Trivandrum, India

- ❖ Regional brand management.
- ❖ Client relation and management.
- ❖ Talent Acquisition and Onboarding.
- ❖ Piloted full procurement cycle.
- ❖ Developing Business Plans.
- ❖ Liaison with different Vendors & governmental agencies.
- ❖ Operations management and sales administration.
- ❖ Planning and coordination for events and product launches.

CERTIFICATIONS

Designing Online Course

Hamdan Bin Mohammed
Smart University

Data Visualization using tableau

Great Learning

Fundamentals of Project Management

UAE Ministry of
Telecommunication – TDRA
Virtual Academy

SKILLS

AutoCAD

CATIA

ANSYS

VISTA

Navision

Interpretive Structural
Modeling (ISM)

MS Office

MySQL (Beginner)

Tableau (Beginner)

EDUCATION



Sep 2018 - **MBA – HR & Operations (Ongoing)**

Present
University of Kerala (Distance Mode)

Aug 2014 – **Bachelor of Technology – Mechanical Engineering**

Jun 2018
University of Kerala
GPA – 8.22

INTERSHIPS



Feb 2018 – **Inspection Intern**

Feb 2018
Indian Railways – Coach Depot Facility

Mar 2017 – **QA/QC & Manufacturing Intern**

Apr 2017
Titan Watches Limited

ACHIEVEMENTS



- ❖ Former Chief Financial Officer at Innovation and Entrepreneurship Development Cell of ACE College of Engineering, an initiative of Govt. of India and Kerala Startup Mission.
- ❖ Authored 12 research papers in national and international journals.
- ❖ Modified the sales costing and revenue generation pattern at previous work role and uplifted the revenues generated.
- ❖ Article on Multi-Purpose Bicycle, published in student magazine of ICT Academy of Kerala, an initiative of Govt. of India.
- ❖ Campus ambassador for MNC like QUEST Global.
- ❖ Volunteer License – UAE Ministry of community development.