



VAISAKH SURESH

WORK EXPERIENCE

ABOUT

Passionate B.Com (hons) graduate with a strong interest in marketing and operations. Demonstrated expertise in event management and retail operations. Looking forward to applying academic knowledge and hands-on skills in a Master's program. Proficient in strategic planning and implementation, showcasing a deep comprehension of business dynamics. Prepared to offer creative solutions in fast-paced settings.

EXPERTISE

Communication - Intermediate

Team Work - Advanced

Leadership - Intermediate

Event Coordination - Intermediate

Soft-Skills - Advanced

Time-Bound - Advanced

LANGUAGE

English ————— Fluent

Malayalam ————— Native

Hindi ————— Fluent

CONTACTS

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📍 Muhaisnah 4, Dubai

Guest Operations Officer

11/2023 - 12/2023

COP 28, EXPO City

- Key team member at COP28, ensuring exceptional guest experiences were delivered.
- Managed response team, efficiently addressing challenges and guest inquiries promptly.
- Led crowd control for seamless event operations, prioritizing safety protocols.
- Orchestrated VIP experiences with precision, delivering exceptional hospitality services.
- Adeptly managed event logistics, consistently upholding high standards of service excellence.

Retail Operations/Finance Assistant

09/2022 - 02/2023

Lenskart ME, SZR

- Orchestrated HQ and store retail operations, managing inventory, GRN reconciliation, SOP compliance, and administrative tasks like stationary supplies.
- Cultivated vendor ties for timely supplies, optimizing retail procurement processes and administrative functions.
- Streamlined inter-departmental communication, enhancing retail workflow, administrative coordination, and efficiency.
- Conducted audits to optimize retail stock levels, significantly boosting sales, and monitored administrative tasks like cheque handling.
- Supported finance and payable functions, aiding AP processes, financial reporting, and administrative tasks including cheque management.

Event Operations Team Lead

12/2021 - 03/2022

EXPO 2020 Dubai, EXPO City

- Led operations for the event, prioritizing guest experience and flawless execution.
- Responded promptly to challenges, ensuring quick solutions for seamless event flow.
- Managed a team of hosts and volunteers, coordinating tasks for optimal efficiency.
- Oversaw VIP guest management, ensuring their needs and expectations were exceeded.
- Executed responsibilities as operations team lead, demonstrating leadership and problem-solving skills for a successful event.

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ADDITIONAL WORK EXPERIENCES

Marketing Intern

05/2021 - 09/2021

Jaleel Holdings LLC, Al Barari

- Joined Stratex Division to fulfill bachelor's thesis requirement, acquiring practical market analysis skills and experience.
- Conducted thorough market share research for a HORECA product, unveiling crucial insights into competitiveness and prevailing industry trends.
- Played an integral role in gathering, analyzing, and presenting data for primary research projects, contributing significantly to evidence-based decision-making within the organization.
- Successfully utilized strategic insights derived from perception mapping studies to enhance brand perception, positioning, and overall market presence.
- Demonstrated proficiency in various aspects of research methodologies, including data collection, analysis, and presentation, ensuring informed decision-making processes.

Audit Assitant

04/2019 - 09/2020

SNR Associates, Business Bay

- Participated in both administrative and external audits for clients, ensuring adherence to established procedures.
- Conducted thorough matching of inventory and fixed assets to checklists, ensuring accuracy in audit processes.
- Reviewed audit reports and proposed suggestions for enhancements to improve precision.
- Managed the submission of tax returns for clients using the FTA platform.
- Demonstrated proficiency in audit support and tax compliance, contributing to streamlined operations and client satisfaction.

EDUCATION

Sharjah Indian School, Sharjah

2017-2019

High School Diploma, CBSE

Amity University, Dubai

2019 - 2022

Bachelor of Commerce (Honors)

PROFESSIONAL DEVELOPMENT

Microsoft PowerBI - Basic + Advanced

Rolla Academy, Dubai

Microsoft Excel - Basic + Advanced

Oasis Education, Dubai

Tally ERP - Basic + Advanced

Oasis Education, Dubai