



SHANAVAS N S

Contact

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- 📍 Dubai, U.A.E
- 🌐 Nationality - Indian
- 📅 DOB - 16/06/1993
- 🚗 Driving License - U.A.E Manual DL

Education Background

- University of Calicut, Kerala, India
Bachelor of Business Administration
Completed in 2015
- Kerala State , Kerala, India
Commerce
Completed in 2012

Languages

- English
- Malayalam
- Hindi

Skills

- MS Office
- Canva
- Communication skills
- Leadership experience

Profile

Dedicated managerial professional with 9 years of experience . Proven track record in leading high-performing teams, optimizing operational efficiency, and driving strategic initiatives committed to delivering measurable results and enhancing team performance.

Professional Experience

Admin Manager - Professional Business Management L.L.C-FZ Dubai, U.A.E

June 2023 – Present

- Serve as a liaison between departments, facilitating effective communication and collaboration.
- Assist in budget preparation and monitor expenditures related to administrative functions.
- Conduct regular performance reviews and provide feedback to enhance staff productivity.
- Ensure adherence to legal, regulatory, and organizational standards in administrative practices.

Manager - Future Generation Auto Workshop Dubai, U.A.E

Dec 2020– April 2023

- Prepares daily bank deposit and cash report.
- Ensures compliance with all government regulations.
- Keeps an updated file of all dealership job descriptions.
- Perform HR duties revolving around payroll, insurance and employee benefits.
- Assigned technicians and managed shop work.

Branch In Charge - SHARP MEA Dubai, U.A.E

Aug 2019 – Oct 2020

- Oversee daily branch operations to ensure compliance with company policies and procedures.
- Manage branch budget, financial reporting, and profitability targets.
- Conduct regular performance evaluations and provide constructive feedback.
- Address customer inquiries, complaints, and feedback promptly and effectively.
- Devised innovative promotion strategies to boost sales.

Achievements

- 2015 Royal Enfield - Ride Champ
- 2021 Future Generation Auto Workshop -
Build world fastest Nissan Patrol
Pickup truck.

Admin Assistant - AFS Auditing Dubai, U.A.E

Aug 2017 – July 2019

- Organizing and scheduling appointments.
- Writing and distributing correspondence.
- Assisting with report preparation.
- Developing and maintaining a filing system.
- Updating and maintaining office policies and procedures.

Sales Executive & Ride Coordinator - Royal Enfield Kerala, India.

May 2014 – June 2017

- Suggested specific product purchases to meet customers' need.
 - Assists with the setup of the showroom and displays.
 - Turns customers into buyers by matching them with their ideal Motorcycle.
 - Demonstrates vehicle features and takes customers on test drives.
 - Representing the company in-store and at industry events.
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