



Chandra Prakash Narayanan Sathan

CONTACT

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📍 26 B, Samathana nagar, New vilan gudi, Madurai, Tamil Nadu, India - 625018.

SKILLS

Administration



Problem solving and Decision making



Time Management



Transportation Supervision



Guest Service



Team management



ACHIEVEMENTS & AWARDS

Got Best Tour agency and Cab service award 2018 from Madurai Cab service owners association .

LANGUAGES

English - Read, Write & Speak.
Tamil - Native language
Malayalam - Speak

OBJECTIVE

Dedicated and experienced Administration professional with proven success managing Admin and operation for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the private sector companies.

EXPERIENCE

Airport Representative

01-2021 - 11-2022

Hotel 78, Maldives

- Guest service at Airport
- Warm Welcome to Guest's Arrival at Male Airport.
- Fullfill Guest needed inside Airport.
- Arrange Guest transfer to Hotel.
- Planning Guest Departures.
- Planning to transfers, Seaplane, Speed boat, Domestic Flight and International Departures.
- Making City tour packages
- Coordinate with Resorts Representative and collect their departure timings.
- Coordinate with Manager and Front Desk worker's.
- Employees relationship like Visa Renewal, Bank account opening.
- Make purchase order Office things and Restaurant things.

Operation Executive

04-2013 - 12.2020

Sri Mogambiga Travels

- Day to Day Admin operation.
- Coordination with Management and Staffs.
- File management and Book keeping.
- Vehicles arrangements and allotment.

INTERESTS

Trekking

Driving

Photography

Adventures Trips

Reading

- Making Domestic Tour packages.
- Drivers arrangements.
- Making purchase order.
- Payroll processing for Drivers and Staffs.
- Sales Promotional work.
- Visit Corporate clients for order.
- Air Tickets and Hotels Booking
- Driving for some C-suite categories people's.

Sr. Sales Officer

11-2007 - 03-

Vikatan Media Services Pvt Ltd.

2013

- Handling 135 Distributors in South Tamilnadu.
- New Distributors appointments.
- Daily Circulation Checking and DSR maintenance.
- Arrangements for Merchandise work.
- Cluster sale's for some special editions.
- Despatch work for some South Zone inside parcels.

Circulation Executive

08-2005 - 11-

Dinakaran Tamil Daily, Madurai Edition. India

2007

- Handle 85 Distributors in Madurai District.
- Everyday Circulation Checking and DSR maintenance.
- New Distributors appointments.
- Handle Merchandise work.
- Cluster sale's.
- Despatch work for some inside parcels.

EDUCATION

MBA Marketing

2002 - 2005

Madurai kamraj university

68

B.sc Computer Science

1999 - 2002

Madurai Kamraj University

58

PROJECTS

Estimate the Potential of ISO 9001:2000 certification in Chennai and Pondicherry at Tamilnadu, India.

ICRS management systems pvt Ltd. It's based in Europe. I was

collected this company existing clients feedback and satisfaction Details. And after got certificate should be execution their company.

Store Management and Invoicing System, at BNR Tex, Madurai, Tamil Nadu, India.

This is one of the leading towel manufacturing industry in South Tamilnadu, India. I developed one software for their invoice details and Store management.

REFERENCE

Ms. Vuly Nazim - "Hotel 78, Maldives "

Managing Director
vuly@h78maldives.com

PERSONAL DETAILS

Permanent Address - 26 B, Samathana	
nagar, New vilangudi,	Madurai, Tamil Nadu,
India - 625018.	
Date of Birth	- 25.12.1980
Nationality	- Indian
Marital status	- Married
Passport No.	- N0453858
Passport Validity	- 22.06.2025
Driving licence	- India and Maldives
category licence.	B1