

## SAJI GEORGE

MBA., M.Sc., HDSE, NET[UGC], Ph.D (Submitted)

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### MANAGEMENT / TRAINING PROFESSIONAL

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Well qualified, trained and experienced management professional with more than 3-years of international, more than 3-years of academic and more than 9-years of total work experience.

#### Strengths:

- Training & Academic Skills
- Administration Co-ordination
- Problem Solving Negotiations
- High Level of Computer Proficiency

- Management-Retail Operations
- Inventory Control
- Record Management
- Key Account Management

### AREA OF EXPERTISE

#### Training

Facilitating attitudinal reforms & to become a change agent leading towards career advancement  
Effective & Efficient delivery of course contents, correlating theory & professional implementation  
Leadership & interpersonal skills with content of empathy in dealing with micro/macro environment  
Organising extra curricular activities including presentations, cultural, sports activities etc.  
Taking care of timely completion of modules, assessment & feedback

#### Management

Administrative functions, with effective planning & organizational skills.  
Possess effective presentation, interpersonal & communication skills  
Conducting analysis of reports such as sales, inventory and credit control  
Ability to successfully manage multiple priorities & assignments  
Dealing & negotiating between suppliers, principles, customers & employees at various levels

#### Retail Operations

Co-ordination between geographically spread outlets, employees at different levels  
Handling centrally controlled inventory management, customer support and liaison with vendors  
Formulation & implementation of policies & procedures across supermarket & hypermarket division  
Taking care of branch operations, preparing profit analysis, inventory & sales report

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### PROFESSIONAL EXPERIENCE

#### Assistant Professor

Sept 09-Till Present

#### **King Saud University, Al Kharj, Saudi Arabia**

It is one of the oldest (1378-1379 H. corresponding to 1958/1959 A.D.) and Best University in whole of Gulf region and ranks 248 (Classification of Times QS) in the world best universities; ranks No. 1 among Arab and Muslim world institutes; ranked No. one among the Middle east and African Higher Education Institutions; it is ranked No. 28 in Asia.. It is head quartered in Riyadh, the capital city of Saudi Arabia.

#### Job Profile

- Teaching Assignments: International Marketing, Marketing Mgmt, Service Management etc
- Departmental coordinator for quality assurance and accreditation
- Ensuring timely completion of all academic & related activities including mini projects

**Assistant Professor/Academic Coordinator**  
**(Holding Additional Charge of Dy. Director)**

July 07 – Sept 09

**Institute of Rural Management (Approved by A.I.C.T.E., Ministry of HRD, Govt. of India)**

Headquartered at Jaipur, the institute is imparting quality education. The institute is running various courses including engineering, medical, management, teachers training schools etc. In Jodhpur, Institute commenced its operation in 1996 and is conducting courses of Rural & Business Management & conducting teachers training course.

**Job Profile**

- Teaching subjects: Marketing Mgmt, HR Mgmt., Retail Mgmt., International Business etc.
- Interaction with parent, corporate & student counselling, also involved in liasoning with AICTE
- Faculty co-ordination, event management including sports, cultural, guest lectures, seminars etc.
- Ensuring timely completion of all academic & related activities including operational workouts, industrial internships & placements

**Accomplishments**

- Timely completion of semester programs
- Organised several sports & cultural events
- High level of student satisfaction

- Pass out of Batches of students & their successful placements
- Several Corporate & guest lectures
- Several seminars, presentations and projects completed

**Assistant Professor/Academic Head**  
**G.S. Jangid Group of Institutions**

May 05 – June 07

Headquartered in Mumbai, the group is into construction, exports, overseas operations & education. Earlier into school education at various parts of India, the group has ventured into college education & has started with G.S. Jangid Memorial Institute of Management & G.S. Jangid Memorial Institute of Pharma Studies leading to M.B.A. degree & PGDPM in Jodhpur

**Job Profile**

- All administrative & operational functions
- Teaching subjects include Marketing, Management, Human Resource, Distribution, Economics
- Interactions with parents and student counselling
- Faculty co-ordination & event management including sports, cultural, guest lectures, seminars, industry interactions
- Course designing & ensuring timely completion of all academic & related activities

**Accomplishments**

- Timely completion of semester programs
- Organised several sports & cultural events including annual function Sargam'05'
- High level of student satisfaction

- Pass out of 1<sup>st</sup> Batch of DPM students & their successful placements
- Several guest lectures and industrial visit
- Several seminars, presentations and projects completed

**Visiting Faculty**  
**ICFAI National College**

July 05 – Till Present

ICFAI University headquartered at Hyderabad is imparting various courses all over India. ICFAI National College is one of the branches which is spread all over India and is imparting Management Education leading to PGDBM/MBA degree. It has opened branch in Jodhpur in 2005.

### **Job Profile**

- Interactions with parents and student counselling
- Ensuring timely completion of all academic & related activities
- Guidance in subjects including Marketing, Human Resource, International Business, Business Ethics, Service Marketing etc

### **Accomplishments**

- Timely completion of semester programs
- Helped in organising several competitive & cultural events
- High level of student satisfaction

- Low attrition rates of students
- Several guest lectures
- Several seminars, presentations and projects completed

### **Assistant Manager, Retail Operations**

**July 01 – March 05**

#### **Al Maya Group, Dubai**

Chain of supermarkets, hypermarkets, departmental stores, sole agents & distributors for various FMCG and apparels, malls etc. head quartered in Dubai

Joined as assistant manager, Al Maya Supermarket, Al Ghurair City in July-01, Promoted as Asst. Manager retail operations for the retail chain in Apr-02

### **Job profile**

- Inventory management, optimisation, of revenues, credit control, recommend remedial actions on the basis of weekly fortnightly financial & stock reports
- Financial & MIS reports to provide advice & recommendations on financial performance to the Group Chairman
- Monitoring retail operation of multiple outlets with turnover of 300 million dirhams per annum
- Inventory analysis such as sock turns, stock aging, out of stocks etc, sales analysis, profit margin analysis, formulating, implementing, evaluating & controlling incentive plan across supermarket chain, Introduction of procedures like supplier registrations etc. space optimisation, visual merchandising
- Liaisoning & negotiations with suppliers with regard to annual retail business plans.
- Tracking & recoveries of revenues and co-ordination among chain of retail outlets.

### **Accomplishments**

- Achieved average sales growth rate of more than 15% per annum
- Revenue growth of around 30%
- High level of customer satisfaction and increased traffic.

- High productivity and improved motivational levels of more than 700 employees
- Able to extract promotional schemes from suppliers and able to increase supplier base

### **Product Manager**

**July 00 – June 01**

#### **Guljag Industries Limited, Jodhpur, Rajasthan**

GIL, basically is into trading of chemicals & had recently set up a chemical manufacturing plant, the groups turnover amounted to more than 200 crores of Indian currency

### **Job Profile**

- Identifying market for industrial products ( sulphuric acid, oleum, sulphur trioxide)
- Forming dealer network & arranging logistics for supply of products.
- Incharge for preparing management reports, forecasting sales & profit analysis

- Creating & handling dealer network across 5- states in India [ Punjab, Haryana, Delhi, Gujrat & Rajasthan ]
- Customer support service, documentation & complaint handling

### **Accomplishments**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Managed dispatch of 150 MT equivalent of sulphuric acid /day</li> <li>• Explored new markets</li> <li>• Developed &amp; generated new upscale customers</li> </ul> | <ul style="list-style-type: none"> <li>• Expanded customer base by providing premium services</li> <li>• Managed to create distribution network in all major cities of 5-states with logistic support</li> </ul> |
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### **Marketing Executive**

**Nov 99 – July 00**

#### **Rajdadiji Hospital [ Managed by The Apollo Group of Hospitals ]**

Rajdadiji Hospital patronized by His Highness Maharaja Gaj Singhji of Jodhpur is managed by the Apollo Hospitals Group, New Delhi. The hospital is a multi speciality hospital and was launched on 21<sup>st</sup> November 1999.

#### **Job Profile**

- In charge of corporate empanelment, organization & execution of marketing strategies for the hospital.
- Promotion of the hospital in terms of advertisements, preparing brochure for the hospital and scheduling time to front office staff.
- Organizing medical conferences, camps, customised health checks at different levels for various clients
- Co-ordination among doctors of varied specialities & doctor referrals.

### **Accomplishments**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Successful launching of the hospital</li> <li>• Successful organization of cardiology, neurology, neuro-oncology, ophthalmology, &amp; arthritis conferences &amp; camps</li> </ul> | <ul style="list-style-type: none"> <li>• Empanelling govt &amp; other organizations like B.S.F., F.C.I., O.N.G.C., Taj Group of Hotels, Choice Group of Hotels, Welcome Hotels Group etc.</li> <li>• Increased health awareness among masses</li> </ul> |
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### **Working Partner**

**May 95 – Aug 96**

#### **Infotech Computer Corner, Jodhpur**

Infotech Computer Corner was a partnership firm & is into training, software development & hardware trading.

#### **Job Profile**

- All administrative & operational aspects
- Corporate & industry interactions
- Teaching fundamentals, operating systems and software packages like MS Office
- Purchase & customer care

### **Accomplishments**

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|---|---|
| <ul style="list-style-type: none"> <li>• Successful launched &amp; managed the enterprise</li> <li>• Trained students, marketed in-house developed softwares</li> <li>• Computerised 4-branches of J.C.C. Bank</li> </ul> | <ul style="list-style-type: none"> <li>• Successfully introduced implemented &amp; managed accounting software for trading firms</li> <li>• Managed all administrative &amp; operational aspects of the enterprise</li> </ul> |
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## Educational Qualifications

Degree	University/Board	Year of Passing	Specialization	% of Marks
Ph.D	JNV University, Jodhpur (Raj.)	*	Marketing	
M.B.A.	MDS University, Ajmer (Raj.)	1999	Marketing	71.78%
M.Sc.	JNV University, Jodhpur (Raj.)	1997	Mathematics	65.00%
B.Sc.	JNV University, Jodhpur (Raj.)	1995	Phy, Chem, Maths	59.61%
Sr. Hr. Sec.	Rajasthan Board	1992	Phy, Chem, Maths	58.41%
Secondary	Rajasthan Board	1990	All Subjects	69.45%

\* Currently pursuing Doctoral Degree ( **Ph.D** ) with Department of Business Administration & Management Studies, Jai Narain University, Jodhpur, the **doctoral thesis submitted on 21<sup>st</sup> March 2009**

## Additional Qualification

**N.E.T.** (National Educational Test) qualified in Management conducted by U.G.C. in 2000.

## Computer Proficiency

**HDSE** (Higher Diploma in Software Engineering), from Aptech, 1993-1995

DOS, Windows, Unix & Windows XP as operating system

MS Office including Ms word, MS Excel, MS Presentation, MS Outlook & MS Access, Foxpro  
COBOL, 'C', Oracle as programming languages

## Summer Training

M/s **Dabur** India Ltd, Sahibabad

Project Title Usage & Attitude Study of Hajmola & acceptability of Imli Variant of Hajmola

## Dissertation

Problems in Export Marketing of Handicrafts with Jaipur as the Base

## Workshop Attended

Entrepreneurship Awareness Camp organised by STED

## Seminars and Conferences Attended

- **National Conference 'CORPGOV-2009'** on Corporate Governance conducted by Federation of Indian Chambers of Commerce and Industry (FICCI) along with IILM, Jaipur and AICTE on 14<sup>th</sup> February at Hotel Clarks Amer, Jaipur.
- **National Conference on 'Renewable Energy Sources in India, Challenges & Strategies'** conducted by Marwar Engineering College and Research Centre, Jodhpur on 20-21<sup>st</sup> February 2009, Institute of Engineers, Jodhpur.
- Organized and participated in **International Seminar on 'Emerging Trends in Finance-An Global Perspective'** conducted by Institute of Rural Management (IRM), Jodhpur on 2-3<sup>rd</sup> August 2009 at dr. Thomas Cangan Seminar Hall, IRM, Jodhpur.

## Personal Details

Nationality : Indian  
Sex : Male  
Marital Status : Married  
Date of Birth : 17<sup>th</sup> March 1975  
Place of Birth : Ernakulam, Kerala  
Mobility : Holding Valid Indian and U.A.E. Driving License  
Languages Known : English, Hindi, Malayalam, Marwari

SAJI GEORGE

Date :

Place :