

GOKUL GOPAN

MULTIDISCIPLINARY EXPECT

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UAE

PROFESSIONAL PROFILE

Dynamic and result-oriented professional with over 10 years of multi-functional experience spanning Human Resource Management, Business Development, Sales, Office Administration, and System Administration. Holds an MBA in HRM and a B. Tech in Computer Science, with a proven track record of enhancing operational efficiency, leading to high-impact training initiatives, and driving strategic growth across sectors. Adept at fostering strong stakeholder relationships, streamlining processes through AI-driven solutions, and delivering tangible business outcomes. Known for excellent interpersonal, leadership, and analytical skills, with a commitment to continuous learning and organizational excellence. Currently seeking to contribute to forward-thinking companies in the UAE with a passion for innovation and value creation.

PROFESSIONAL EXPERIENCE

Block Coordinator Mar 2023 – Dec 2024
District Suchitwa Mission (Govt. of Kerala) Alappuzha, Kerala

- Developed training modules and annual training calendars in alignment with mission goals.
- Designed and conducted district-wide management training programs impacting 500+ personnel.
- Coordinated internal documentation and collaborated across departments to ensure smooth operations.
- Led improvement in waste management, boosting efficiency in collection, segregation and transportation.

Business Development Officer Aug 2021 – Feb 2023
Link for Loans Distributions (P) Ltd Kayamkulam, Kerala

- Conducted market research to identify business opportunities and industry trends.
- Coordinated product campaigns and promotional events with cross-functional teams.
- Built and maintained long-term relationships, improving customer loyalty and retention.
- Provided customized financial solutions including loans and insurance, enhancing customer satisfaction.

Area Sales Manager Mar 2019 – Jul 2021
PhonePe ACE (Businesses) Alappuzha, Kerala

- Supervised sales operations to maximize market penetration.
- Developed territory-specific sales strategies to achieve revenue targets.
- Analyzed sales data and market trends for strategic planning and reporting.
- Trained and motivated sales teams, driving consistent achievement of targets.

Administrative Officer Mar 2015 – Feb 2019
Mahatma English Medium School Alappuzha, Kerala

- Ensured adherence to policies and educational standards.
- Organized academic and extracurricular events, seminars, and conferences.
- Managed daily administrative functions ensuring efficient institutional operations.
- Acted as liaison with regulatory bodies and ensured compliance with accreditation standards.

Junior System Administrator Dec 2013 – Feb 2015
CuteSys Technologies (P) Ltd Kochi, Kerala

- Managed CRM data accuracy and system integration.
- Trained users in software and cybersecurity best practices.
- Generated performance reports on user engagement and system usage.
- Maintained systems, servers, and networks, ensuring uninterrupted IT operations.

CORE COMPETENCIES

- Training & Development
- Sales & Business Development
- Strategic Planning & Execution
- AI Integration & Technology Application
- Customer Relationship Management (CRM)
- Time & Resource Management
- Documentation & Writing Report
- Process Optimization & Talent Acquisition
- Conflict Resolution & Team Leadership

EDUCATION

- Master of Business Administration | Human Resource Management | Bharathiar University
- Bachelor of Technology | Computer Science | Northeast Frontier Technical University
- High Secondary | Computer Science | Kerala Board
- High School | SSLC | Kerala Board

COURSES & CERTIFICATIONS

- Generative AI Masterminds – Growth School & Outkill
- One Million Prompts – Dubai Centre for Artificial Intelligence
- Full Stack Development (Front-end & Back-end)
- RHCE (Red Hat Certified Engineer)
- CCNA (Cisco Certified Network Associate)

LANGUAGES KNOWN

English (Fluent)

Hindi (Basic)

Tamil (Basic)

Malayalam(Native)

ACTIVITIES & INTERESTS

- Automobiles & Tech Innovations
 - Travel & Cultural Exploration
 - Photography & Visual Storytelling
- Community Volunteering & Philanthropy
 - Gardening & Eco-conscious Living
 - Event Planning & Space Management

VISA STATUS

Visit Visa : Valid From: 08/04/2025 | Valid Till: 06/06/2025