



DINEESH VISWANATHAN

Date of birth: 28/01/1985 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

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ABOUT ME

To secure a challenging and responsible position in a dynamic organization where I can utilize my extensive experience in safety management, marketing, business development, and operations management to contribute to the company's growth and success. I aim to leverage my technical qualifications and leadership skills to drive innovative solutions, improve operational efficiency, and create a positive impact on the organization. My goal is to continuously develop my skills, embrace new challenges, and make significant contributions to the company's strategic objectives while fostering a collaborative and growth-oriented work environment.

WORK EXPERIENCE

07/2006 – 11/2007

SAFETY OFFICER UNITECH MACHINES LIMITED, NEW DELHI

- Ensured compliance with safety regulations and standards
- Conducted safety training and awareness programs for staff
- Implemented and monitored safety measures on site
- Managed safety equipment and documentation
- Involved in the erection of heavy materials such as HFO (Highly Flammable Oil), LDO (Light Diesel Oil), piping systems, equipment, pumps, instrument panels with electrical and instrumentation

12/2007 – 11/2009

MARKETING MANAGER DIRECTION PUBLICATION DIVISION, CALICUT

- Developed and executed marketing strategies to increase sales
- Coordinated with sales teams to achieve targets
- Conducted market research and analysis
- Managed promotional activities and events
- Enhanced the visibility and reach of publication materials

01/2010 – 12/2017

BRANCH MANAGER DIRECTION GROUP INSTITUTION PVT LTD, CALICUT

- Oversaw daily operations of the branch
- Managed staff and student affairs
- Developed and implemented branch policies
- Ensured quality education and training delivery
- Handled financial management and reporting
- Implemented measures to improve institutional performance and student satisfaction

01/2018 – 04/2021

MANAGER, BUSINESS DEVELOPMENT DEPT DIRECTION GROUP OF INSTITUTION PVT LTD, CALICUT

05/2021 – CURRENT India

ADMIN HEAD ROOTERS COACHING CENTRE, CALICUT

● EDUCATION AND TRAINING

2004

DIPLOMA IN COMPUTER APPLICATION (DCA) Relent Cyber College, under Government of India

2006

DIPLOMA IN FIRE AND SAFETY ENGINEERING National Institute of Fire Engineering (NIFE), Cochin

2008

CERTIFIED ACCOUNTANT PROFESSIONAL National Centre for Education and Technology (NCET), an ISO 9001:2000 certified organization

HIGHER SECONDARY EDUCATION Government of Kerala

● TECHNICAL SKILLS

Summary of technical qualification

- **IOSH, OSHA, HABC:** Certification in health and safety standards
- **Diploma in Fire and Safety Engineering:** National Institute of Fire Engineering (NIFE), Cochin, Grade A - 2006
- **Diploma in Computer Application (DCA):** Relent Cyber College, with C Grade under Government of India - 2004
- **Certified Accountant Professional:** National Centre for Education and Technology (NCET), an ISO 9001:2000 certified organization, with A+ Grade - 2008

● STRENGTHS AND SKILL

key Strengths

- Perseverance and Patience
- Leadership qualities
- Good interpersonal skills
- Quick Learner
- Strong analytical and problem-solving abilities
- Ability to manage and lead teams effectively
- Excellent communication and negotiation skills

Skill

- Safety Management
- Marketing and Sales Strategies
- Business Development
- Financial Management
- Staff and Student Management
- Training and Development
- Project Management
- Market Research and Analysis
- Strategic Planning
- Client Relationship Management
- Technical Proficiency in MS Office and ERP Systems
- Effective Time Management and Organizational Skills

PASSPORT

Details

- **Passport No:** C 5578381
- **Expiry Date:** 31/12/2034

● **DRIVING LICENCE**

Driving Licence:AM

Driving Licence:A

Driving Licence:B

● **LANGUAGE SKILLS**

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH C1		C1	C1	B1	B1
HINDI B1		B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user