

Sijin P Augustine

Parackal House
Chunagamveli
Erumathala P.O
Near ST. Joseph Church
Ernakulam
Pin-683112

Mob: 91-8089591323

Email: sijinaugustine007@gmail.com

OBJECTIVE

Intend to build a career with a leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

PROFILE

- Ability to adapt the changing circumstances
- Good communication and presentation skills
- Confident of effective and excellent performance as a person and team
- Aggressive and Enthusiastic

EDUCATIONAL QUALIFICATION

Exam	Name of Institution	Board/University	Year of Passing	Percentage
Graduation BCA	IMS, Angamaly	Barathiar University	2011	65%
Plus Two	South Ezhipuram Govt HSS	Board of Higher Secondary Examination	2008	62%
SSLC	St. John's The Baptist CSI EMHS, Aluva	Board of Public Examinations	2006	68%

WORK EXPERIENCE

➤ **Royal Sundaram Alliance Insurance Co LTD –Kochi as Finance Officer**
➤ **(4 Years Experience)**

- Policy Premium Receipting Cash/Cheque.(All Kerala)
- Refund Processing.
- Daily Cash/Cheque Depositing.
- Settling of Unsettled Receipts/Policies.
- Chq Bounce write off.
- Policy Cancellation (Dealer Policy).
- Chq Bounce Bank/Customer reconciliation.
- External ID Policy premium receipting.(All Kerala cheque only)
- Claims settlement & Chq creation.
- Credit/Debit card payment receipting/documentation.

➤ **Kotak Mahindra Prime LTD –Kochi as Trainee in Operations**
➤ **(December2010 to May2016)**

- Customer Profile creation.
- Customer Document verification.
- Loan Processing.
- Daily manual report generation.(MIS)

➤ **Mulk Holdings F.Z.C Sharjah as Production Assistant in Operations**
➤ **(July2016 to Aug 2018 - 2 Years Experience)**

- Production Team Co-ordination.
- E-mail-quick response.
- Production report making .(Excel)
- Daily Raw material arrangements.

➤ **Kaff India (p) Ltd as supervisor**
➤ **(September 2018 to till date – 1.6 months Experience)**

- Team Co-ordination
- Sku monitoring
- Material dispatching
- Invoice creation
- Daily manual report generation.(MIS)
- Arranging Transportation

CONFIDENCE FACTORS

- Good Communications Skills.
- Ability to situations management.
- Age of dynamic responses.
- Ready to accept challenges.
- Customer Service
- Computer typing skills
- Dedicated to team work.
- Ability to time management working environment.

SOFTWARE SKILLS

- Programming Languages: C,C++,JAVA, Visual Basic, COBOL, . Net
- Application Software: MS Office, Photoshop.
- Operating System: Windows 98, 2000, XP, VISTA, Windows 7, windows 8, Linux.

ACADEMIC PROJECT

- Wholesale Dealer-Poultry Farm-VB.NET & SQL SERVER.

PASSPORT DETAILS

- Passport No : M6339297
- Date of Issue : 11/02/2015
- Date of Expire : 10/02/2025
- Place of issue : COCHIN

PERSONAL INFORMATION

Date of birth : 09 – May - 1990

Sex : Male

Marital Status : Single

Name of father : P.T Augustine

Occupation : Agriculture

Name of mother : Elsy Augustine

Occupation : House wife

Religion and caste : Christian, Roman Catholic Syrian

Nationality : Indian

State : Kerala

District : Ernakulum

Languages known : English, Malayalam (Speak and write) ,Tamil, Hindi (Speak)

Reference

Siby Joseph

Branch Manager

Royal sundaram Alliance Insurance

Mob- 09895572073

Deepak Francis

General Manager

Logiware SCS, Aluva

Mob – 08086800300

Place: Aluva

Date: 16.03.2020

Sijin P Augustine