

TINTU ANTONY

E: tintujoju07@gmail.com | M: +971 581293031 | Dubai



EXECUTIVE SUMMARY

Looking for an exhilarating career with an organization of immense repute, which demands the best of my professional ability in terms of excellent analytical, organizational and communicational skills, and helps me in broadening and enhancing my current skills and knowledge. Areas of expertise include:

- Customer Relation
- Internal Communication & Coordination
- Accounts
- Computer Proficient

WORK HISTORY

MAY 2017 – AUG 2020

HYUNDAI SHOWROOM, KERALA CUSTOMER RELATION EXECUTIVE

- Meeting with potential clients to gauge the utility and viability of prospective working relationships
- Conducting in-depth needs assessments to better understand each client's requirements.
- Identifying a range of our offerings that could meet the goals and values of each client.
- Proposing and deliberating potential solutions in consultation with clients.

AUG 2015 – JULY 2016

RELIEF MEDICAL ACCOUNTANT

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analysing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.

MARCH 2013 – NOV 2014

LAFEMME BEAUTY PARLOUR
BEAUTICIAN

EDUCATION

2011	BACHELOR OF COMMERCE
2005	P.G. DIPLOMA IN COMPUTER APPLICATION
2004	HIGHER SECONDARY EDUCATION

SKILLS

Personal Skills	Confident, Highly Motivated, Effective Communicator, Organized, Adaptable, Work efficiently under pressure,
-----------------	---

PERSONAL INFORMATION

Date of Birth: Dec 1st, 1986
Citizenship: Indian
Languages Known: English, Malayalam, Tamil (Speak)
Passport No: U6755317
Visa Status: Visit

DECLARATION

I hereby declare the above furnished information is true to the best of my knowledge and belief.

Tintu Antony