



Bijun Narayanan C

Name

+971 - 525636288

Phone Contact

Bijunarayananc5@gmail.com

E-mail id

29 JULY 1995

Date of Birth

Indian

Nationality

Visit visa

Visa status

Single

Marital Status

Languages

(Read, Write & Speak)

English

Hindi

Malayalam

Tamil

Computer Proficiency

Tally

MS Word

MS Excel

CAREER OBJECTIVE:

To seek a responsible and challenging position within a reputed organization and invest all my professional skills, qualifications and experience to the optimum level to facilitate continued career growth and to produce best results for the Organization

PROFILE SUMMARY:

- ☐ Master of Business Administration in Logistics and Human Resources.
- ☐ Hold a Bachelor Degree in Commerce (B. Com.)
- ☐ Friendly, enthusiastic and committed team player.
- ☐ A Quick learner and uses initiative to meet and resolve challenges.

QUALIFICATIONS:

- ☐ **Master of Business Administration**
Main: Logistics And Human Resources
Bharathiyar University
- ☐ **Bachelor of Commerce**
Main: Commerce and Accounts
Kannur University
- ☐ **Professional Diploma In Indian Foreign And SAP Accounting**
- ☐ **DIFA (Diploma In Indian & Foreign Accounting)**

WORK HISTORY

- | | |
|------------------------|--|
| 1. Organization | : Popular Vehicles and Services Ltd. (Suzuki) |
| Designation | : Assistant Executive |
| Duration | : From Oct 2019 to Oct 2021 |

Company profile

Popular Vehicles and Services Ltd is one of the Authorized dealer of Suzuki Motor Cars in India.

Responsibilities

- Receives and responds to routine client's inquiries, maintains documentation of communications, existing issues, and issue resolutions, referring complex inquiries to more senior staff
- Prepares written correspondence and makes telephone calls to insurer claim representatives and clients and loss adjusters.
- Loss assessors and other third parties.
- Generates materials for client and prospect presentations and meetings insofar as relates to claims, analytics
- Responsible for claim reporting to Team Leader, Account Manager, Management.
- Preparation of invoices
- Account settlement related with insurance Companies.
- Performs other responsibilities and duties as needed.

Skills

- Good problem solving skill
- Excellent time management skills
- Able to work under pressure
- Flexible and adaptable to the changing situations.
- Excellent leadership and motivational.

Reference

Will be provided upon Request

**2. Organization
Designation
Duration**

**: Jyothi Electronics & Home Appliances Pvt.Ltd.
: Sales Man Cum Cashier
: March 2017 to 2018 Feb.**

Nature of Works

- Supervise all day today transactions
- Update all Stock and allied Purchases / Sales
- Arranging daily delivery schedule and coordinating with other sales staffs.
- Handling petty cash.
- Reconciliation of Stock.
- Ordering and maintaining stationeries for the shops.

DECLARATION

I hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

Sincerely

Biju Narayanan C