

**VIPIN JOSE**

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E-mail ID:

vipin jose94@gmail.com

Passport details

Passport number:

M7298981

Issued place :Malappuram

Visa status : Visit status

Expired on: 13-02-2022

Personal Data

Age : 27yrs

Date of Birth :05-03-1994

Father's name: Mr. Jose Francis

Marital Status :Single

Nationality :Indian

Languages Known

English

Hindi

Malayalam

Tamil

Professional summary

Administrative professional with progressive experience of 5 years supporting Senior level executives and board members in areas such sale promotion, meeting, event planning, and time management. Proven ability to manage multiple project in a fast-paced work environment. Fosters positive relationship internally across all level of management and externally with clients and business personals.

Experience Details

1. Worked as ADMIN ASSISTANT at **NEXA MARUTHI** in Malappuram, KERALA, INDIA from 03/08/2017 – 23/07/2021

My Responsibilities are;

- 1.Process orders via mail and phone
- 2.Check data accuracy in orders and invoices
- 3.Contact client to obtain missing information or answer queries
- 4.Maintain and updates sales and customer records
- 5.DEWevelop monthly sales reports
- 6.Ensure sales targets are met and report any deviation
- 7.Stay up-to-date with new products and features

Technical Skills:**1. Sales Administrator****2.Computer operating knowledge****Key Skills**

1. Business management skill
2. Good Interpersonal Communication Skills
3. Enthusiastic and Efficient

Educational Qualification

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE/ GRADE
DIPLOMA IN AUTOMOBILE ENGINEERING	SUGUNA POLYTECHNIC	CHENNAI DOT	2014	67
HIGHER SECONDARY	G.H.S.S POOKKOTTUMPADAM	BOARD OF HIGHER SECONDARY EXAMINATION-KERALA	2011	61
X th	G.H.S.S POOKKOTTUMPADAM	BOARD OF PUBLIC EXAMINATION-KERALA	2009	72

Additional Qualification

- Microsoft MS Office 2016

Strengths

- Positive Thinking
- Possess good verbal and written communication skills.
- Attitude towards life as a continuous learning process.
- Ability to grasp things quickly and work efficiently under pressure.

Declaration

I do here by declare that all the above information's are true and accurate to the best of my knowledge.

Place:
VIPIN JOSE

Date: