


ALBIN XAVIER



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 BANIYAS EAST, ABUDHABI

PERSONAL DETAILS

DATE OF BIRTH : 30/07/1995
MARITAL STATUS: SINGLE
NATIONALITY : INDIAN
FATHER'S NAME: V.A. XAVIER
MOTHER'S NAME: ANNAMMA XAVIER
PASSPORT NUMBER: S6940242

SKILLS:

CONFIDENT
PROBLEM SOLVING
TEAM PLAYER
CONVINCING
DECISION MAKING
HARD WORKING
RELIABLE

IT COMPETENCY:

C++
TALLY
PHOTOSHOP
DIGITAL MARKETING
MS OFFICE

SYNOPSIS

I'm a well-focused and talented MBA graduate looking forward to associate with an organization that avails me an inspiring and a challenging work atmosphere. I keep myself updated about the contemporary happenings in my field of interest and this will definitely prove beneficial in driving organizational goals forward.

PROFESSIONAL EXPERIENCE

KERALA MATSYAFED LIMITED, MALAPURAM

(JAN 2021- OCT 2021)

HR CUM ADMIN ASSISTANT

Co-ordinating and scheduling meeting seminars and campaign, emails and letters drafting, preparing purchase orders and sales orders. Inward and outward billing preparation, calculating employees wages and maintaining their records.

EMERSON TECHNOLOGIES PVT LTD

(JUNE 2020- DEC 2020)

ADMIN ASSISTANT / RM

Handling day to day activities of business, answer the phone and greet visitors. Maintaining organized filing system. To follow up existing customers after sales.

HDB FINANCIAL SERVICES LTD, KOCHI

(JUNE 2019- JUNE 2020)

CUSTOMER SERVICE EXECUTIVE

Maintaining good relationship with customer, keeping customers register. Marketing and Sales of credit cards and personal loans, Collecting due payments.

LANGUAGES KNOWN:

HINDI
ENGLISH
MALAYALAM

ACHIEVEMENTS:

- MG UNIVERSITY
KERALA FOOTBALL
TEAM MEMBER
- LIFETIME MEMBER OF
KMA, TMA AND ROTARY
CLUB

PRAVASI WELFARE BOARD KERALA, KOTTAYAM

(APRIL 2018- MAY 2019)

PRO CUM RECEPTIONIST

Administrative and routine clerical tasks. Organizing and managing files, scheduling meetings, appointments and organizational tasks, visitors time.

ACADEMIC HIGHLIGHTS

MANGALAM COLLEGE OF ENGINEERING

(2018)

MBA (HR, MARKETING) 75%

ETTUMANOORAPAN COLLEGE, ETTUMANOOR

(2016)

BBA (FINANCE) 64%

ST. MICHAELS HSS KADUTHURUTHY

(2013)

HSE (BIOLOGY- SCIENCE) 65%

EMMANUELS HSS KOTHANALLOOR

(2011)

SSLC (KERALA) 66%

DECLARATION

I wish to represent myself in obvious terms by means of my curriculum vitae, which are above for your kind surveillance. I assure you that it would always be my endeavor by diligence and attention to deserve your confidence.

ALBIN XAVIER