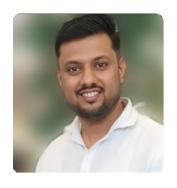
SHANOJ P V





SHANOJ P V



DUBAI, UAE



+971582558560

shanoj2696@gmail.com



VISA STATUS

Valid UAE VisitVisa **Passport: T8667863 Nationality: India**



ValidIndianDrivingLicense



- Office Administration
- BusinessAdministration
- Clerical Support
- ExecutiveAssistance
- Secretarial Support
- Insurance Expertise
- Sales Support
- AccountsManagement
- BusinessDevelopment
- Automobile Expertise
- CorrespondenceHandling
- Operations Management
- Workflow Coordination
- Calendar Management:
- Appointment Scheduling
- Meeting Scheduling
- Document control
- Filing systems
- ElectronicFileSystem
- Data entry
- Phone Etiquette
- CustomerService
- Reception Duties

OFFICE ADMINISTRATION & SALES SUPPORT

Total Experience: 12+Years



PROFILE SUMMARY

Results-driven Office/Business Administrator with extensive experience in managing administrative tasks, providing sales support, accounts assistance and coordinating insurance operations. Proven track record of optimizing office efficiency, supporting sales teams, and ensuring compliance with insuranceregulations. Skilledincustomerservice, policyadministration, and **client relationship management**. Adept at multitasking and prioritizing tasks to meet deadlines and exceed expectations. Seeking to leverage expertise in office administration, sales support, and insurance coordination to contribute to the success of a dynamic organization.

WORK EXPERIENCE

ADMIN INCHARGE Sep2023 PRINT WORLD -Mar2024 Doha. **State of Oatar**

SALES ADMININCHARGE Sep2017 TATA MOTORS PASSENGER CARS & UVs -Aug2023 (Kvr DreamVehicles Pvt Ltd) Kerala, India

Apr2017

-Aug2017

Sep2012

-Mar2017

Aug2011

-Aug2012

PROCESSING CO-ORDINATOR HYUNDAI PASSENGERCARs&UVs

(Apco Vehicles India Pvt Ltd) Kerala, India

INSURANCE EXECUTIVE TATA MOTORS PASSENGER CARs & UVs (Kvr DreamVehicles Pvt Ltd) Kerala, India

OPERATIONS EXECUTIVE MAXLIFEINSURACECO.LTD Kerala, India

DUTIES & RESPONSIBILITIES

OFFICE/BUSINESSADMINISTRATION

- Provide administrative support to executives, managers, and employees.
- Manageandorganizeofficeoperations, including filing systems, document management, and recordkeeping.
- Handle incoming and outgoing correspondence, emails, and phone calls.
- Scheduleappointments, meetings, and travelar rangements for staff as needed.
- Maintain office supplies inventory and ensure adequate stock levels.
- Oversee office facilities, including maintenance, repairs, and cleanliness.
- Coordinateofficelayoutandspaceutilizationtooptimizeproductivityand
- Implementandmaintainofficepolicies and procedures to ensure compliance and smooth operations.
- Serveastheprimarypointofcontactforinternalandexternalinquiries.
- Draft, edit, and distribute internal memos, announcements, and correspondence.

- OfficeInventoryHandling
- Regulatory Compliances
- Insurance Sales
- ClaimProcessing
- Policy Review
- InsuranceRegulations
- Client Retention



BachelorofCommerce University of Kannur

Kerala, India Graduated April 2010



- •DiplomaInComputerized Financial Accounting
- •SankaracharyaAccounts Management & Banking AlliedTraining



- GoodCommunicator
- Time Management
- Planning & Organizing
- Pleasing Customer Service
- Critical & Creative Thinking
- *Adaptability&MultiTasking
- Attention to Detail
- *DecisionMaking
- ProfessionalEthics



MSOffice

TallyERP

ZOHO

Peachtree

OuickBooks

Tradeasy



Birthday: 22/06/1989 **Gender**: Male

MaritalStatus: Married

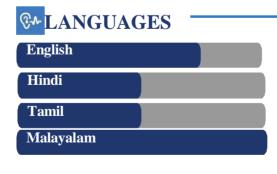
- •Inputandupdatedatainvarioussystemsanddatabasesaccuratelyandina timely manner.
- •Generatereports, spreadsheets, and presentations as needed forman agement and stakeholders.
- •Assistwithbasicaccountingtasks, such as processing invoices, expense reports, and purchase orders.
- •Monitor andreconcileoffice expenditures and pettycash transactions.
- •Maintainemployeefiles,includingdocumentationrelatedtohiring,benefits, and performance evaluations.
- •Provideexcellentcustomerservicetoclients, visitors, and stakeholders.

INSURANCE EXECUTIVE

- •Identifyandprospect potential clientsforinsuranceproductsandservices.
- •Educateclientsaboutdifferenttypesofinsurancecoverageandpolicyoptions.
- •Customizeinsurancesolutionstomeetthespecificneedsandpreferencesof clients.
- Prepareandpresentinsuranceproposalstoclients, including costestimates and coverage details.
- *Closesalesandachievesalestargetssetbythecompany.
- •Buildandmaintainstrongrelationshipswithexistingclientstoensureclient retention.
- •Conductregularpolicyreviewswithclientstoassesstheirinsuranceneedsand make necessary adjustments.
- •Processinsuranceapplications, endorsements, renewals, and cancellations accurately and efficiently.

SALES SUPPORT

- •Serveastheprimarypointofcontactforcustomerinquiries, orders, and requests.
- •Assistthesalesteaminpreparingsalespresentations, proposals, and quotations for clients.
- Processsalesordersaccuratelyandefficientlyusingthecompany'sorder management system.
- •Coordinatewithinternaldepartments, including inventory, logistics, and shipping, to ensure timely order fulfillment.
- *Generatesalesreports, performancemetrics, and othersales-related documentation as needed.
- •Maintaincustomerdatabases, sales records, and contact lists.
- ${\bf ^oP} repare and maintains ales contracts, agreements, and other legal documents.$
- *Coordinates ales meetings, conference calls, and appointments for the sales team.
- •Utilizes ales support to ols and systems, such as CRMs of tware, to track customer interactions, sales leads, and opportunities.



JPERSONAL INTERESTS

- Travel
- SocialWorks
- •Reading
- •Sports