

## **ARYA BIVIN**



### **PERMANENT ADDRESS**

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### **SUMMARY**

Looking for a Promising & Challenging career which enable me to provide best of my technical analytical & professional skills. A career which can sharpen my current skills and knowledge and where I can have a good scope for learning and implementing new technologies.

### **SKILLS**

- ✦ Industry Knowledge.
- ✦ Critical Thinking.
- ✦ Relationship Building.
- ✦ Ethical Judgment.
- ✦ Adaptability.
- ✦ Quick Thinking.

### **ACADEMIC CREDENTIALS**

- ✦ Diploma in Hospital Administration with UV SUD Certificate (International School of Skills Development – ISSD). (2022)
- ✦ Certificate in Accounting.(2013)
- ✦ XII (CBSE) in Computer Commerce (CENTRAL BOARD OF SECONDARY EDUCATION)  
From VSSC CENTRAL SCHOOL (ISRO), Trivandrum. (2012)
- ✦ X (CBSE) CENTRAL BOARD OF SECONDARY EDUCATION)  
From VSSC CENTRAL SCHOOL (ISRO), Trivandrum. (2010)

## IT COMPETENCY

- ✦ Certificate Course in Computerized Financial Accounting (**TALLY**) at Computer Training Centre, Corporation of Trivandrum.
- ✦ Certificate Course in **Computer Programming** from CRDC, Trivandrum.
- ✦ Well versed in **MS Office** suite (Word, Excel, Power point & Internet applications).
- ✦ Networking and troubleshooting.

## PROFESSIONAL EXPERIENCE

- ✦ 2022-12-**CUSTOMER RELATION EXECUTIVE (CRE SALES)/ TELE SALES OFFICER**  
2023-07-**MUTHOOT HONDA (HONDA CARS),**  
TRIVANDRUM, KERALA, INDIA.

Resolving customer complaints and efficiently. Keeping customer updated on the latest product in order to increase sales meeting with managers in the organization to plan strand to good sales ability, and capture important detailed of each conversation, asking questions to engage customers and keep the conversation going. Gathering and documenting customer information, payment methods, purchases and reactions to products. Keeping up to date on all products and informing customers of new products. Meeting Sales Quotas, Initiating sales with potential customers over the phone and have good sales ability.

- ✦ 2020-07- **FRONT OFFICE CUM SALES EXECUTIVE**  
2023-11- **S.S. MAHINDRA, KILIMANOOR, KERALA,**  
INDIA.

Greeting customers and setting a positive office atmosphere. Answering the phone taking messages and redirecting calls to respective offices. Organizing and maintaining files and records

and updating them. Scheduling and confirming appointments, meeting and events. Keeping track of office supplies and placing orders for replacements. Copying scanning and filing documents. Handling enquiries and sorting mail.

✦ **2018-08- PRE-SCHOOL TEACHER CUM BUS ATTENDANT**  
**2020-05- ALPHABET KIDS, KINDERGARTEN SCHOOL, TRIVANDRUM, KERALA**

Developed education programs and subject-based curricula for children aged 3 to 6 by accommodating different learning styles. Adapted the classroom setting to the physical, social, and developmental needs of the students, and incorporated personalized assignments to address different learning modalities. Observing each child to help them improve their social competencies and build self-esteem. Assisted student's board and depart school busses carefully. Assured that each child took with him/her own belongings. Supervised students in terms of behavioural problems. Perform evacuation drills on a regular basis.

✦ **2014-05-ACCOUNTANT CUM OFFICE ADMINISTRATOR AND DTP OPERATOR**  
**2018-06-VASTHUSASTRA BUILDERS AND DEVELOPERS, TRIVANDRUM, KERALA, INDIA.**

Preparing accounts and tax returns. Monitoring spending and budgets. Auditing and analyzing financial performance. Financial forecasting and risk analysis. Advising on how to reduce costs and increase profits, compiling and presenting financial and budget reports. Manage data in spreadsheets and reports, Keep records and reports up to date, Help maintain the budget plan, Organize and schedule meetings and events, Supervise other staff and delegate responsibilities, Handle technical issues in their area of expertise. Edit graphics, such as photographs or illustrations, Import text and graphics into

publishing software, Integrate images and text to create cohesive pages. Adjust text properties, such as size, column width, and spacing revise layouts and make corrections as necessary.

## PERSONAL PROFILE

FATHER'S NAME : S. BIVIN KUMAR  
MOTHER'S NAME : S. SUNITHA KUMARI  
DATE OF BIRTH : 12<sup>th</sup> FEB 1993  
RELIGION : HINDU  
NATIONALITY : INDIAN  
LANGUAGE KNOW : English, Hindi, Malayalam, Tamil  
MARTIAL STATUS : MARRIED

## PASSPORT DETAILS

PASSPORT NUMBER : WO266838  
ISSUE DATE : 08/06/2022  
EXPIRY DATE : 07/06/2032  
ISSUE PLACE : TRIVANDRUM

## DECLARATION

I hereby declare that all the information is correct to the best of my knowledge and belief.

Place: Trivandrum

Arya Bivin

Date: