



Biju Narayanan C
Name

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Phone Contact

bijunarayananc5@gmail.com
E-mail id

29 JULY 1995
Date of Birth

Indian
Nationality

Visit visa
Visa status

Single
Marital Status

Languages
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 | : ADMINISTRATOR ASSISTANT |
| 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 : Jyothi Electronics & Home Appliances Pvt.Ltd.
Designation : Sales Man Cum Cashier
Duration : March 2019 to 2019 OCT.

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