



## ABIN RAJAN

### Personal Data:

Sex : Male  
Date of Birth : 01/05/1995  
Age : 26  
Nationality : Indian  
Marital Status : Single  
Religious View: Christian

### Address:

Dubai, United Arab Emirates  
**Visa Status:** Visit Visa valid till **18/05/22**  
**Contact No:** +971-586268007  
**E-Mail:**  
[abinrajan17@gmail.com](mailto:abinrajan17@gmail.com)

### Languages Known:

English, Malayalam, Hindi, Tamil  
(Read, Write & Speak)

# CURRICULAM VITAE

## Objective

To work in a challenging environment which will provide me an opportunity to add value to enhance my knowledge and continuous development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity.

## Work Experience

- **Diamond Roller Flour Mills Private Limited, Kottayam** 08/2020-01/2022  
Assistant Sales Manager
  - Assisting the manager in organizing, planning and implementing strategy
  - Coordinate daily customer service operations
  - Assigning tasks to sales representatives
  - Taking phone calls and handling emails
  - Supervising and guiding the sales team
  - Monitoring the performance of the sales team
  - Prepare and submit weekly/monthly reports
  - Tracking orders and ensuring timely delivery
- **Alunkal Trades, Kottayam** 01/2019-08/2020  
Accountant
  - Manage day to day operation and be a real partner of operational teams
  - Maintains accounting ledgers by posting account transactions
  - Post and process journal entries to ensure all business transactions are recorded
  - Preparation of invoice

## Educational Qualification

### Master of Business Administration

**Specialization:** Finance and Marketing 2016-2018  
Hindusthan College of Arts & Science, Coimbatore

### Bachelor of Commerce

**Specialization:** Computer Application 2013-2016  
MG University, Kottayam

## Project Work

- A Project work on the topic "A STUDY REGARDING BRAND PREFERENCE OF FOUR WHEELERS WITH SPECIAL REFERENCE TO PALLOM AREA " is carried on the year 2016 as a partial fulfillment of Bachelor's degree in commerce.
- Completed a mini project as organizational study at TOMS PIPES PVT LTD, KOTTAYAM.
- A project on the topic 'A STUDY ON RECEIVABLES MANAGEMENT AT MIDAS TREADS (INDIA) PVT LTD, KOTTAYAM is carried on the year 2018 as a partial fulfillment of Masters Of Business Administration.

## Computer Proficiency

- Microsoft office.
- Accounting Software Tally.
- Oracle Netsuite .
- Invoice Preparation
- Confident to do any Accounting Software .

## Strengths

- Dedicated to work assigned
- Maintains Friendly relationship with colleagues
- Flexible to job
- Completes work assigned with 100% efficiency
- Easily dissolves with workplace rules and standards

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Reference may be furnished upon request.

**Place: Dubai**

**Date :**