

ELBY ABRAHAM

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Email: elbyabin76@gmail.com



PERSONAL DETAILS:

FATHER'S NAME:	Abraham E. P
DATE OF BIRTH:	May 20, 1994
MARITAL STATUS:	Married
PASSPORT NUMBER:	S8572484
VISA STATUS:	Employment Visa
NATIONALITY:	Indian
GENDER:	Female

EDUCATIONAL QUALIFICATION

- M.COM (Finance) From Mahatma Gandhi University in 2016 with CGPA 2.55 (63%)
 - B.COM (Computer) From Mahatma Gandhi University in 2014 with 60%
 - B.COM (Cooperation) From Mahatma Gandhi University in 2017
 - Higher Secondary (12th) From HSE Board of Kerala in 2011 with 70%
 - SSLC (10th) From Kerala State Educational Board in 2009 With 73%
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COMPUTER SKILLS

- Almost 3 years' experience on software's like financial soft wares
 - Good knowledge of MS office –Word, Excel & PowerPoint
 - Good knowledge of Tally
 - The ability to train and motivate a team.
 - Internet Research & Data collection.
 - Ability to use a variety of computer applications.
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WORK EXPERIENCE

DUBAI FURNITURE MANUFACTURING COMPANY L.L.C

Duration: June 2022 -Till now
Department: Sales Coordinator
[Job Responsibilities](#)

Making follow -up calls to confirm sales order.
Accurately analyzing and assessing statistical data.
Completing all sales related administrative needs.
Writing up accurate correct sales correspondence.
Tracking sales orders to ensure they are sent out.
Effectively communicating with new customers.
Ordering and ensuring the delivery of goods.
Handle administrative duties and promote customer satisfaction.

TATA MOTORS FINANCE LIMITED

Duration : August 2016 - February 2018

Department: Admin & Operations

Job Responsibilities:

- Organizing and Managing Files.
- Generating invoices and Payment Follow -ups.
- Client and Staff Coordination.
- Answering Call & Emailing.
- Problem Solving.
- Supply Management and Inventory Control.
- Analyzing Information.
- Administrative Writing Skills.
- Prepare Weekly, Monthly, and Quarterly Reports.
- Take Minutes During Meeting.
- Format Information for Internal and External communication, memos, emails, presentations, reports
- Oversee the Performance of other Clerical Staff.

MAX VALUE CONSULTANCY SERVICES PRIVATE LIMITED

Duration : June 2021 - September 2021

Department: Admin & Accounts

Job Responsibilities:

- Issue Receipts for Cash and Cheques Received from Customer's Credit Card Payment Received Directly to the Bank.
 - Hand Over all Cash Receipt to the General Cashier with Receipt Copy.
 - Develop and Maintain Manual and Computer Filling System and ensure that the files are properly named, catalogued and access is Restricted to Authorized Persons.
 - Ensures that processed cheques are collected /dispatched to creditors and uncleared cheques in bank is kept to a minimum.
 - Provide long term and short-term funds
 - Provide business services to the customers.
 - Payment of equivalent monthly installment
 - Provide health insurance policy
 - Provide vehicle insurance
 - Handling Administration and Paper Work
 - Problem Solving.
 - Preparing and Presenting Staffing/Sales Reports.
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REFERENCE

Mr. Karthik Mohan – Dubai Furniture Manufacturing Co L.L.C

Email: karthik@dfmcllc.ae

Contact Number: +971527638514

Mrs. Thasni M.S- Dubai Furniture Manufacturing Co L.L.C

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