



NAKUL CHANDRAN N

CONTACT

+971 586803572
nakulchandran9718@gmail.com
Dubai, Deira

EDUCATION

2014 - 2017

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

- CALICUT UNIVERSITY
- Mar dionysius college pazhanji

2014

HIGHER SECONDARY

- KERALA STATE
SKHSS GURUVAYOOR
INTERMEDIATE (12TH)

2012

HIGH SCHOOL

- KERALA STATE
GHSS MEZHATHUR
HIGH SCHOOL (10TH)

EXPERTISE

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Icrats(NBFC custom software)

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

WORK EXPERIENCE

Ggrace leasing co.pvt.ltd(NBFC reg. Under RBI).

Customer relationship executive 08/07/2022 - 15/01/2024

- Creation of a monthly report on performance evaluations
- Posting and evaluating the daily invoice
- Maintaining indoor and outdoor customer relationship management
- Setting up a KYC account for new clients
- Handling financial management
- Updating and keeping up with the daybook.
- Creating and maintaining the software's database of current and potential customers
- Oversees management and phone follow-up.
- Revising the company's stock registry
- Maintaining daily entries
- To perform administrative duties such typing, filing, calling, responding to emails, and basic bookkeeping.
- Co-ordinating internal audits.
- Ensured smooth communication with customers and timely resolution to their queries (Compliance management)

COMPUTER SKILLS

- Diploma in Indian and foreign accounting
(Tally, Peachtree, Quick books)
- Operating System: windows
- Packages (Microsoft Office)

LANGUAGES

- English
- Hindi
- Malayalam

PROFILE

- Date of Birth : 31-05-1997
- Sex : male
- Marital status : Single
- Nationality : Indian
- Visa status: visit visa
- Visa duration: 01/02/2024 to 31/03/2024

PASSPORT DETAILS

- Passport No : T8896198
- Date of Issue : 24-09-2019
- Date of Expiry : 23-09-2029

ACHIEVEMENTS

- Active member in cultural events
- Certificate holder of ASAP computerized Accounting Programme
- Won prizes in singing

DECLARATION

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

Date:

Place :

NAKUL CHANDRAN N