



MIJIN MOHAN

CONTACT

✉ mijinmohan1998@gmail.com

☎ +971 557525743

📍 Al Nahda 1, Dubai

PERSONAL DETAILS

Date of Birth : 15-12-1998

Marital Status : Single

Nationality : Indian

Passport : V7176007

Passport Expiry Date : 07-02-2032

SKILLS

Communication

80%

Time Management

80%

Work Ethic

80%

Punctuality

80%

Adaptability

80%

Work Under Pressure

80%

OBJECTIVE

To explore the possibility of achieving a challenging position in HR Department or Operations Department in an organisation, which provides me advantages over my qualification and experience to achieve personal and organisational goals.

EXPERIENCE

Mediaclub Entertainment

02-02-2024 -

Assistant Administration Manager

31-12-2024

- Oversee day-to-day administrative operations, ensuring smooth functioning of the office.
- Manage and maintain office facilities, equipment, and supplies.
- Supervise administrative staff, providing guidance and support as needed.
- Maintain accurate and up-to-date records and databases.
- Provide support for business development initiatives.

Manappuram Finance Limited

25-11-2020 -

15-01-2024

Secretarial Department

- Assisting Company Secretary in work related to NCD
- XBRL filing
- Customer Handlings
- Preparation of Documents and Reports
- Distribution of office and business mails

Customer Relation Officer

- Customer Service
- Inbound and outbound calls
- Up selling and cross selling

Assistant Branch Manager

- Branch Banking
- Branch Operations
- Money Transfer
- Works related to Gold Loan

LANGUAGES

English

Malayalam

Tamil

Hindi

EDUCATION

Bachelors of Business Administration	2019
Bharatiyar University	
67%	
Higher Secondary Education	2016
National Higher Secondary School, Engandiyur	
72%	
SSLC	2014
National Higher Secondary School, Engandiyur	
82%	
