



MIJIN MOHAN

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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

- Assistant Administration Manager** 02-02-2024 - 31-12-2024
Mediaclub Entertainment
 - 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

Education

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

Skills

- Communication
- Time Management
- Work Ethic
- Punctuality
- Adaptability
- Work Under Pressure

Languages

- English
- Malayalam
- Tamil
- Hindi

Personal Details

- Date of Birth : 15-12-1998
- Marital Status : Single
- Nationality : Indian
- Passport : V7176007
- Passport Expiry Date : 07-02-2032