



# MIJIN MOHAN

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## Objective

To explore the possibility of achieving a challenging position in Finance section 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

- Customer Service and Clear Communication
- Time Management
- Work Ethic
- Punctuality
- Cash Handling
- Microsoft Office
- Basic Math and Calculation

## 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