



Albin Jose

Contact



+971 568143420

+91 9567032843 (WhatsApp)



albinsuper93@gmail.com



Sharjah

Personal Details

Nationality : Indian

Sex : Male

DOB : 10-09-1993

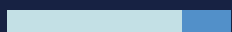
Marital Status : Single

Passport No. : R1452390

Visa status : Visit visa

Skills Summary

Management Skills



Public Relation



Effective
Communication



Computer Skills



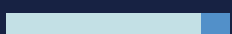
Tally



Analytical Skills



Cost Management



About Me

A dedicated and detail-oriented individual seeking an entry-level position at a reputable organization where can gain experience, expand my knowledge, and make valuable contributions to the team

Experience

AFUDGE INDUSTRY PVT LTD

2022 - 2024

- Assisted in preparation of financial statement up to finalization.
- Maintained and reconciled general ledger accounts.
- Processed accounts payable and receivable.
- Petty cash handling.
- Assisted in payroll processing.
- Recording sales, expenses and payments
- Processed vendor invoices accurately and ensured timely payments, maintaining strong relationships with vendors.
- Oversaw daily cash inflows and outflows, maintaining optimal cash levels to support operational needs and prevent liquidity issues.
- Maintained accurate financial records, ensuring compliance with accounting principles and company policies

BSNL, Kottayam

2021 - 2022

- Managed customer inquiries and complaints, ensuring timely and effective resolutions to enhance satisfaction.
- Analyzed customer feedback to identify trends and implement service improvements.
- Initiated customer surveys to gather insights and improve service quality
- Conducted regular follow-ups with client's to ensure satisfaction and address any ongoing concerns

Delhivery Privet Ltd

2019

- Field work & open delivery

Alind Aluminum Traders pvt LtdSSLC

2016

- Proactively interact with customers to recommend products that best suits their interest and needs, achieving a more than 90% in customer satisfaction rate.

Language



English



Hindi



Malayalam (Native)

Education

SSLC 2009 - 2010

BISHOP SPEECHLY VIDHYAPEETH, PALLOM

HIGHER SECONDARY EDUCATION 2010 - 2012

KRISTHU JYOTHI HSS, CHANGANASSERY

CIVIL ENGINEERING 2012-2016

HINDUSTHAN COLLEGE OF ENGINEERING, KOLLAM

COPA (Computer Operator & Programing Assistant) 2017 -2018

School of Business | Wardiere University

B COM 2019 - 2021

SME INSTITUTE PEROOR | Baratiyar University