

NANDU K S

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OBJECTIVE

Dedicated and experienced professional seeking a challenging position in a reputed organization that offers opportunities for professional growth. Looking to utilize my skills, experience, and qualifications to contribute to the organization's success and achieve personal career advancement.

PERSONAL DETAILS

DATE OF BIRTH: 28-02-1990
NATIONALITY: INDIAN
MARITAL STATUS: MARRIED
VISA STATUS: OWN VISA
DRIVING LICENSE: INDIAN
DRIVING LICENSE
(26/1536/2016)

EDUCATION

BATCCHLER DEGREE
ELECTRONICS
JPM UNIVERSITY | 2012
Plus Two (Higher Secondary)
GGHS ADOOR | YEAR -2008
SSLC (SECONDARY SCHOOL LEAVING
CERTIFICATE)
PGMBHS| 2006

PASSPORT DETAILS PASSPORT

NO: W 5931344
DATE OF ISSUE: 19/10/2022
DATE OF EXPIRY: 18/10/2032
PLACE OF ISSUE: TRIVANDRUM

SKILLS

- COMMUNICATION: STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS. ADAPTABILITY: ABILITY TO ADAPT TO NEW ENVIRONMENTS AND CHALLENGES. CUSTOMER SERVICE: PROFICIENT IN MANAGING CUSTOMER RELATIONS AND PROVIDING EXCELLENT SERVICE.
- BUSINESS PLANNING: ABILITY TO PLAN AND EXECUTE BUSINESS STRATEGIES EFFECTIVELY.
- TEAMWORK: COLLABORATIVE TEAM PLAYER WITH LEADERSHIP QUALITIES. PROBLEM-SOLVING:
- SKILLED IN IDENTIFYING ISSUES AND PROVIDING EFFECTIVE SOLUTIONS.
- Word – Document creation, formatting, templates, mail merge, collaboration tools.
- Excel – Formulas, pivot tables, charts, macros, data analysis, conditional formatting.
- PowerPoint – Slide design, animations, transitions, templates, and presentations.

PROFESSIONAL EXPERIENCE

SOFTWARE SUPPORT AND STORE IN CHARGE

COMPANY NAME- ELIXPOS IT SOLUTION ABUDHABI NOVEMBER 2023 -DECEMBER 2024

- SOFTWARE SUPPORT:
- PROVIDING TECHNICAL ASSISTANCE TO CLIENTS BY TROUBLESHOOTING ISSUES, ANSWERING QUERIES, AND GUIDING THEM THROUGH THE USE OF THE ELIXPOS SOFTWARE SOLUTIONS.
- STORE IN-CHARGE:
- MANAGING THE DAY-TO-DAY OPERATIONS OF THE STORE, INCLUDING INVENTORY CONTROL, STOCK MANAGEMENT, AND ENSURING SMOOTH PRODUCT FLOW AND CUSTOMER SATISFACTION.

- FINANCIAL EXECUTIVE

- L&T MICRO FINANCE, ADOOR

JANUARY 2020– AUGUST 2023

- HANDLED COLLECTIONS IN THE FIELD, MAINTAINING DETAILED RECORDS OF TRANSACTIONS.
- ACHIEVED A 90% RECOVERY RATE, SIGNIFICANTLY REDUCING OVERDUE ACCOUNTS.

FINANCIAL EXECUTIVE

AXIS BANK MICRO FINANCE

JANUARY 2018 – DECEMBER 2020

- CONDUCTED FIELD VISITS FOR CUSTOMER VERIFICATION AND DOCUMENT COLLECTION.
- ASSISTED IN LOAN DISBURSEMENT AND RECOVERY PROCESSES.
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TECHNICAL ASSISTANT IN SAMSUNG SAUDI ARABIA

2013-2017

TECHNICAL SUPPORT

CUSTOMER ASSISTANCE

ADMINISTRATIVE SUPPORT

COLLABORATION