

RESUME



SUJEESH.E.P

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Objective

To obtain a meaningful and challenging position that enables me to learn and contribute and that allows for career advancement.

Academic record

B com: (2011-2014)

- Bharathiar University, Coimbatore

HSC: (2005-2007)

- Govt. Higher Secondary School, Thottada

SSLC: (2005)

- Govt. Higher Secondary School, Thottada

Work Experience:

➤ **Company: MAHINDRA AND MAHINDRA FINANCIAL SERVICES LTD.**

Position : ACCOUNTS ASSISTANT

Period : From May 2008 to March 2010

Duties:

- Accounts Work
- Maintain quality service by establishing and enforcing organization standards
- Record sales and order information and report the same to the department
- Processes payments and documents such as invoices, delivery order, journal vouchers, employee reimbursements and statements.
- All documents, vouchers, certificates and bills keeping in Files
- Preparing quotations for customers and supplier LPOs
- Calculates rates paid for purchases and all price extensions
- Data entry by using Excel, Word and online softwares
- Assisting senior officers

➤ **Company : BUSSAN AUTO FINANCE**

Position : FINANCE CO-ORDINATOR

Period : From April 2010 to September 2012

Duties:

- Monitoring and executing the daily day-to-day goals and priorities set by the management
- Achieve monthly sales target

Personal Data:

Father's Name: Rajan. K.K

Date of Birth :21.02.1990

Gender : Male

Nationality :Indian

Marital Status: Married

Mother Tongue: Malayalam

- Maintain and develop good relationship with customers through personal contact or meeting or via telephone etc.
- Calculates rates paid for purchases and all price extensions
- Provide finance support to the customers
- Maintain quality service by establishing and enforcing organization standards
- Record sales and order information and report the same to the department
- Planning and conducting Field activity
- Provide accurate feedback on future buying trends
- Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, interest rates, delivery and customer specifications to their managers.

➤ **Company : T V SUNDARAM IYENGAR & SONS PVT LTD**

Position : ASSOCIATE (CRM) AND SALES CONSULTANT

Period : From September 2012 to July 2017

Duties:

- Monitoring and executing the daily day-to-day goals and priorities set by the management
- Selling the products
- Achieve monthly sales target
- Field activity planning and conducting
- Maintain and develop good relationship with customers through personal contact or meeting or via telephone etc.
- Billing or invoicing the vehicles
- Must act as a bridge between the company and its current market and future market
- Processes payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- All documents, vouchers, certificates and bills keeping in Files
- Preparing quotations for customers and supplier LPOs
- Preparing customer delivery notes and delivery orders and updating
- Inventory stock checking and taking new arrival reports
- Calculates rates paid for purchases and all price extensions
- Identifies product improvements or new product by remaining current on industry trends market, activities and competitor's
- Data entry by using Excel, Word and online softwares
- Attending the Training for improving the knowledge
- Maintain relationship with clients by providing support, information, guidance, recommending new products and services
- Maintain quality service by establishing and enforcing organization standards
- Record sales and order information and report the same to the department
- Other back office works

➤ **Company : CHOLAMANDALAM INVESTMENT & FINANCE CO. LTD.**

Position : OFFICER- SALES

Period : From August 2017 to November 2018.

Duties:

- Monitoring and executing the daily day-to-day goals and priorities set by the management
- Achieve monthly sales target
- Maintain and develop good relationship with customers through personal contact or meeting or via telephone etc.
- Calculates rates paid for purchases and all price extensions
- Provide finance support to the customers
- Maintain quality service by establishing and enforcing organization standards
- Record sales and order information and report the same to the department
- Planning and conducting Field activity
- Provide accurate feedback on future buying trends
- Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, interest rates, delivery and customer specifications to their managers.

➤ **Company : MAGMA FINCORP LTD. / POONAWALLA
FINCORP LTD.**

Position : AREA OFFICER

Period : From November 2018 to Present.

Duties:

- Achieve monthly sales and Collection target
- Maintain and develop good relationship with customers through personal contact or meeting or via telephone etc.
- Provide finance support to the customers
- Collection of EMI
- Planning and conducting Field activity
- Provide accurate feedback on future buying trends

Passport Details

- Passport Number : K6698667
- Date of Expiry : 22/11/2022
- Issuing Authority : Ministry of External Affairs, Govt. of India.
- Place of issue : Kozhikkode

Technical Skills

- Diploma in Computer Applications
- Indian And Foreign Accounting

Linguistic Abilities

- To Read & Write : English, Malayalam, Hindi
- To Speak : English, Malayalam, Hindi, Tamil

Hobbies

- Watching T V
- Listening music
- Playing Cricket and Football
- Reading
- Social works

Personal Competencies

- Sincere, Hardworking, Very independent and habitual in producing results before deadlines
- Willingness to learn
- Excellent problem solving skills and a self-starter
- Takes initiative and works independently or as a part of a group
- Well organized and easily meets deadlines
- Fluent in languages like English, Hindi, Malayalam.

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

Place: THOTTADA

Date:

(SUJEESH E P)