



ABHILASH K MOHAN



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About Me

Hard work, determination, perseverance, and self-belief are the tools with which I relate myself. I assure to work hard and render services to the organization for which I am working, to the best of my ability. Trust to get good, quality exposure in the Company.

Regional coordinator with over 2 years of experience training and supervising sales staff while planning and implementing sales strategies over a multi-Location territory. Seeking to bring my proven track record of launching successful marketing campaigns and team-leading into a management position.



Work Experience

- **OPS Senior Executive Apr-2022 Present**
 - **POONAWALLA FINCORP LTD PATHANAMTHITTA.**
- **Regional co-rdinator-July-2018 -March-2021**
 - **ICICI BANK PATHANAMTHITTA.**
- **Control room operator Jun-2015 -June-2017**
 - **ALMOYED CONTRACTING COMPANY BAHRAIN.**
- **Ticketing Executive Jul-2011 -Mar-2015**
 - **INDO KERALA TOURS AND TRAVELS PATHANAMTHITTA.**

Responsibilities:-

- Coordinate Auto Loan sales team by managing schedules, communicating relevant information like policy and Schemes.
- Provided detail-oriented administrative support to 46+ coworkers to ensure efficient office operations.
- Managed payroll and benefits for 30+ employees, including solving any related problems.
- Deal with customer feedback, enquiries, complaints, and Cancellation.
- Provide maintenance support of the office.
- Provide employment related administrative support to the HR Team
- Coordinates and assist with the new hire process, paperwork, ID creating, coordinating orientation and support training
- Manage office supplies and purchases.
- Monitor the team's progress, identify shortcomings, and propose improvement.
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.
- Maintain good relationship with dealership an sales representative.
- Assist in the preparation and organizing event with the dealership
- Maintain data in Excel with V-lookup, Concatenate, Trim, Pivot, etc.
- Preparing daily, monthly, and yearly MIS
- Supported office staff by organizing company events, meetings, and scheduling.
- Store and sort financial and non-financial data in electronic form and present reports
- Provide all the needed information on promoted products and services
- Build lasting relationships with customers by contacting them to follow up on
- Engage with customer and discover their wants and needs
- Attending company Certification, Training and Meetings



Education

- | | |
|--|-----------|
| ✓ Bachelor of Commerce (BCOM)
Madurai Kamaraj University | Graduated |
| ✓ Diploma in Travel and tourism. | Graduated |
| ✓ VOCCATIONAL HIGHER SECONDARY.
Board of Vocational Higher Secondary Examination. Kerala | Graduated |
| ✓ S S L C (KERALA) | Graduated |



Personal & Interpersonal Skills

- An up-to-date knowledge and understanding of your employer's business and industry needs, as well as the technical demands
- To recognize the importance of customer focus and/or of serving the needs of the end user
- Excellent communication skills, particularly the ability to communicate with staff who aren't technically trained
- The skill to take on a variety of tasks and pay attention to detail
- Analytical and problem-solving ability
- Teamwork skills and the ability to feel comfortable working with different teams, and groups of staff across an organization
- Strong Organizational skills and the ability to priorities your workload
- Conflict Resolution
- Attention to detail and adaptable to change



Computer Proficiency

- Microsoft Word
- Microsoft Excel
- Microsoft Libra office
- Microsoft Power Point



Languages

- English
- Hindi
- Malayalam



Personal Details

- Father's Name: Mr. Mohanan k.
- Marital Status: Married
- Gender : Male
- Nationality : Indian



Pathanamthitta, Kerala, IND



Nov 13, 1991



Passport No. U4840973

Declaration

I, Abhilash k mohan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Abhilash k mohan

Kerala
NOV- 2022