



BAIJU J

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📍 Baiju Bhavanam
Peringanadu (PO)
Adoor ,Pathanamthitta
691551 (Pin), Kerala, India

EDUCATION

- BA Psychology (Kerala University)
- MA Psychology
- PGDCA (Rutronix Kerala)
- MBA (Doing) finance & banking
- Communicative English course
- VHSE (MRRTV)
- SSLC

SKILLS

- Handing with team collection and sourcing.
- Conduct staff meeting and conference calls.
- Field visit and surprise audit.
- Daily MIS report and attendance with live location
- Handling with HNA Customers

PERSONAL DETAILS

Date of Birth : 08/04/1987
Nationality : Indian
Marital Status : Married

LINGUISTIC KNOWLEDGE

English - Speak, Write, Read
Hindi - Speak, Write, Read
Malayalam - Speak, Write, Read

CAREER OBJECTIVE

Seeking a position in an organization to boost my career and provide organizational and goal oriented skills to the benefit of the company. Skilled hostess with experience in fine casual dining. Proficient in making customers comfortable and satisfied while ensuring optimal guest flow during my professional carrier

EXPERIENCE

- Catholic Syrian Bank on 01st September 2021 to 9th September 2023 as RM (Relationship Manager) Job Id 102067
- L & T financial services on 2015 November to 30th April 2021 as meeting center manager (PS NO:20105051)
- Joined Reliance Trends Ltd. on June 2011 to 2015 October Commercial associate and purchasing officer at Reliance Trends. Its daily operations are done with the help of software SAP
- Thalolam food Products ltd. (A GOVT of Kerala Undertaking) on 2010 to 2011 as purchasing manager.

SAP WORKING EXPERIENCE

- Preparation of Goods Received Note. (GRN)
- Processing of PO
- Daily stock report running (MB52)
- Processing of PI (Physical Inventory)
- Stoke keeping
- Co-ordination with Vendors
- Daily Cash Depositing(PIS)
- Direct Stock Delivery(DSD)
- Document Management System(DMS)
- Utility bill Creation

DECLARATION

I hereby declare that the above information is true to my knowledge. I shall produce my original testimonials at the time of interview.

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