



## JUBIN EP

S/O BALAKRISHNAN EP

Deira, Dubai

+971589685255 | jubin2krishna@gmail.com

### EXPERIENCE

- ✓ **Finance Coordinator & Collection Team Leader** 11/05/2020 - 30/12/2023  
BAJAJ FINSERV LTD.  
Job Responsibilities :
  - \* Monitor accounts to identify outstanding debts
  - \* Investigate historical data for each debt or bill
  - \* Find and contact clients to ask about their overdue payments
  - \* Take actions to encourage timely debt payments
  - \* Process payments and refunds
  - \* Resolve billing and customer credit issues
  - \* Update account status records and collection efforts
  - \* Report on collection activity and accounts receivable status
  
- ✓ **Admin officer** 20/05/2019 - 30/04/2020  
E-SAHAYI JANASEVANA KENDRAM  
Job Responsibilities:
  - \* Supports company operations by maintaining office systems and supervising staff.
  - \* Maintains office staff by recruiting, selecting, orienting, and training employees.
  - \* Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
  - \* Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
  
- ✓ **Sales Executive - Suzuki Cars** 07/03/2016 - 10/02/2019  
AM MOTORS PVT.LTD (SUZUKI DEALERSHIP)  
Job Responsibilities:
  - \* Meeting with clients virtually or during sales visits
  - \* Demonstrating and presenting products
  - \* Establishing new business
  - \* Maintaining accurate records
  - \* Attending trade exhibitions, conferences and meetings
  - \* Reviewing sales performance
  - \* Negotiating contracts and packages
  - \* Working towards monthly or annual targets
  
- ✓ **Marketing Executive** 15/06/2014 - 23/02/2016  
LAMIYA STUDIO, PVT. LTD  
Job Responsibilities:
  - \* Monitoring budgets
  - \* Managing social media campaigns
  - \* Monitoring performance of marketing campaigns
  - \* Order taking
  - \* Advertising

### PASSPORT DETAILS

Passport number : N8237087

Date of issue : 25/02/2016

Date of expiry : 24/02/2026

---

## EDUCATION

- ✓ SWAMI VIVEKANANDA INSTITUTE OF TECHNOLOGY & MANAGEMENT 2015  
B.com
  - ✓ STATE BOARD OF HIGHER SECONDARY EDUCATION,KERALA 2011  
Higher secondary
  - ✓ STATE BOARD OF PUBLIC EDUCATION,KERALA 2009  
SSLC
- 

## SKILLS

Excellent communication & team work skills  
Self - correspondence - Handling correspondence of responsible matters  
Honest and sincere approach in duties and responsibilities  
Suits with timings and situations of work  
Process excellent written and oral communication skill

---

## TECHNICAL EXPERTISE & SKILLS

Peachtree  
MS office such as excel,word  
Tally  
Adobe Photoshop

---

## PERSONAL DATA

Dob : 18/06/1994  
Sex : Male  
Nationality : Indian  
Marital status : Married  
Hobbies : Driving, Music listening  
Language : English, Hindi, Tamil