



BIBIN NEPOLIAN

ADMINISTRATION & OPERATIONS

CONTACT

+971 50 409 1580

bibinnepolian91@gmail.com

Ajman, UAE

TECHNICAL SKILLS

- TALLY ERP 9
- PEACHTREE
- QUICKBOOK
- MS OFFICE
- SAP FICO

SKILLS

- Office Management
- Document Management
- Communication
- Inventory Management
- Project Management
- Workflow Optimization
- Software Proficiency
- Data Analysis
- Adaptability
- Budgeting

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Basics)
- Tamil (Intermediate)

PROFILE

Ambitious commerce graduate with strong organizational and problem-solving skills, seeking an entry-level position in administration and operations. Experienced in team projects and internships, dedicated to contributing to operational excellence and driving efficiency, also developed a mature and responsible approach to any task that I undertake, or situation that presented with. I am excellent in working with others to achieve a certain objective on time and with excellence.

EDUCATION

ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT 2022 - 2023

INTERNATIONAL ACADEMY OF LOGISTICS MANAGEMENT,
KOCHI, KERALA

BACHELOR OF COMMERCE 2019 - 2022

CAPITAL UNIVERSITY KODERMA, JHARKHAND - INDIA

DIPLOMA IN E-COMMERCE ENGINEERING 2016 - 2019

INFORMATION TECHNOLOGY AND TECHNICAL EDUCATION
COUNCIL

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING 2019 - 2020

G-TECH COMPUTER EDUCATION CENTER

EXPERIENCE

ASIAN PAINTS
ECA - REPRESENTATIVE 2023 - 2024

Maintain working relationships with existing clients to ensure that they receive exceptional service and to identify potential new sales opportunities. Identify prospects, set appointments, make effective qualifying sales and manage sales cycle to close new business in all service categories.