



# Subin Santhoshlal

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## Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## Experience

- Blue Rhine Industries LLC** November 2021 - Correctly working  
Cleark/Sub Co-Ordinator in Digital Installation
  - Setting up and running the Digital office
  - receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock
  - Managing all communication systems, including phones and emails
  - Managing schedules, including sending daily and weekly schedules and communicating schedule changes
  - Communicating the schedule to the crew
  - Coordinating transportation needs
  - Handling equipment rentals & Purchase
  - Maintain an inventory and regularly update
  - Create and update expense reports
  - Maintain digital and physical financial records.
  - Reconcile invoices and identify discrepancies.
  - Assist with the loading and unloading of trucks and containers
  - Doing administrative Android clerical tasks (such as scanning or printing) Preparing and editing letters, reports, memos and emails Running errands to the post office or supply store
  - Arranging meetings, appointments
  - Covering reception
- kerala kaumudi** 2017 - 2021  
Sales and Marketing Executive
  - Preparing marketing and sales strategies
  - Conducting extensive research on competitors products and services
  - Participating in exhibitions and conferences organized by the company
  - Preparing marketing and sales strategies
  - Conducting extensive research on competitors products and services
  - Participating in exhibitions and conferences organized by the company
  - Answering clients questions in professional manner

## Education

- University of kerala** 2017  
Bachelor of Commerce
- Centre for Development of Imaging Technology** 2018  
Diploma in Computerised Financial Management
- Government of Kerala Board of Higher Secondary Education** 2013  
Higher Secondary School Education
- General Education Department Government of Kerala** 2011  
Secondary School Education (SSLC)

## Skills

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- MS Office
- Customer and client relation
- Team leadership
- Scheduling
- Written and verbal communication.
- Financial management oriented softwares like MS word, Exel, Tally
- Decision making.
- Data entry

## Interests

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- Pencil and oil painting
- Photography
- Driving
- Body Fitness
- Yoga and Meditation
- Arm wrestling

## Languages

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- English
- Hindi
- Malayalam