

JINU RAJAN TITUS

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PROFESSIONAL SUMMARY

(Administration/Accounts/Receptionist/Coordinator/Secretary/Document Controller)

A master multi-tasker with extensive experience of nearly 3 years in the field of Sales Administrative functions, Proficient in professional applications. Having excellent leadership and communication skills; able to assist the organization in handling administrative tasks, preparing MIS reports, providing polite & professional assistance via phone, e-mail, etc., and generally being a helpful & positive presence in the workplace.

ORGANIZATIONAL EXPERIENCE

➤ **Tosoh India Pvt. Ltd., Mumbai, India | (Executive - Sales Administration)**

(Jun 2021 to May 2024)

- Assist the sales & support teams in preparing customer and distribution monthly budgets, stock and sales statements, forecasts, pending order reports, credit control, and month-end sales closings.
- Coordinate with various departments (such as Marketing, Logistics, and Finance) to ensure timely delivery of products or services and improve the supply chain. Also, communicate effectively with internal stakeholders to relay customer feedback, market trends, and sales performance metrics.
- Responsible for working on ERP and CRM systems to update sales data and customer records.
- Help in team with any new or innovative project setup requirements from the retailers.
- Responsible for preparing and presenting information to the Organization by collecting, analyzing, and summarizing Sales data and trends.

EDUCATION

➤ **B.K. Birla College of Arts, Science & Commerce (Autonomous), Kalyan (west), Mumbai, Maharashtra, India**

- Post Graduate in Mcom (Banking & Finance) - (A+) Grade, Apr.2022
- Graduate in Bcom (Banking & Insurance) - (A+) Grade, Mar.2020

➤ **Vani Vidyalaya Jr. College, Mulund (West.), Mumbai, Maharashtra, India**

HSC (Commerce) - 73.54%, Feb. 2017

➤ **CMS Secondary School, Dombivli (West.), Mumbai, Maharashtra, India**

SSC - 80.40%, Mar. 2015

PROJECT

- A STUDY ON THE IMPACT OF BANKING ADVERTISEMENTS ON CUSTOMERS
(A project Submitted to the University of Mumbai, Feb.2022)
- DERIVATIVE ACCOUNTING PRACTICES IN INDIA
(A project Submitted to the University of Mumbai, Feb.2020)

ACHIEVEMENTS

- E-certificates for Participation in Inter-collegiate events in the year (2020).
- Participation Certificate from Pragati College, Dombivli, for Intercollegiate event in the year (2019-20).
- Participation Certificate from SIA College, Dombivli, for Intercollegiate event in the year (2019-20).
- Certificate of Achievement from Birla College, Kalyan, for Best Spoke Person in the year (2017-18).
- Certificate of Merit for Best Student in the year (2012-13).
- Certificate of Merit for Maths Quiz Competition in the year (2012-13).
- Certificate of Merit for Ranking Second in the Academic year (2009-10).

TECHNICAL SKILLS

Microsoft Office | Tally ERP-9 | PowerPoint | MS Excel | Advance Excel | Power BI

SOFT SKILLS

Effective Communication | Problem Solving | Strong Leadership | Adaptability

PERSONAL DETAILS

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|-----------------|---|---|
| Father Name | - | Rajan Titus |
| Date of Birth | - | 8 th April, 1999 |
| Gender | - | Male |
| Marital Status | - | Single |
| Nationality | - | Indian |
| Languages Known | - | English, Hindi, Marathi, Malayalam, Tamil |
| Passport No | - | U8513674 |
| Hobbies | - | Playing management games and Playing team sports. |
| Visa Status | - | Visit Visa (expiry 23-10-2024) |

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and belief. And I bear the responsibility for the correctness of the above-mentioned particulars.