



JEFFRIN M

ADMIN & EXECUTIVE

CONTACT



058-9220927



jeffrin10@yahoo.com



Abu Shagara, Sharjah



Own Driving License

HARD SKILLS

- Communication Skills
- Persuasion
- Admin Skills
- Computer proficiency
- Editing skills

SOME OF THE PROJECTS I WORKED ON FOR EDITING

- Visualizer Template:
https://youtu.be/_WKNN-vDoLQ
- Visualizer Template 2:
<https://youtu.be/BE3XphPzYqE>
- 8 Screen Template:
<https://youtu.be/z41zX4fZqBs>
- Folder Icon Design:
<https://postimg.cc/XZv7Vk47>

PROFESSIONAL PROFILE

Passionate Admin & Executive worker with over 3+ years of experience in Various multi-task to enhance the Projects. Have done few projects together and successfully delivered. Also can do Admin or Coordinator Jobs with experience as well as computer proficiency.

WORK EXPERIENCE

Media Freelancing

For Clients / Personal

May 2020 - Present

1. Done few projects for clients & ensured delivery time of the scope demanded.
2. Carefully noted the scope of work & satisfied customer needs through proper communication.

Sales Executive

Al Naseeb Machine Spare Parts Manufacturing, Ajman

August 2022 - October 2022

1. Effectively brought in many orders for the company to increase growth.
2. Coordination with both customer and the management to ensure there is clear path to closing orders.

Sales Executive

MTS, Dubai

August 2021 - October 2021

1. Grew Sales & boosted profits by applying management strategies with enhanced sales training.
2. Built relationships with customers and community to promote long term business growth

SOFT SKILLS

- Team Work
- Time Management
- Verbal & Written
- Customer management

WORK EXPERIENCE

Sales Coordinator

Fusions Tech Steel Fabrication, Dubai

June 2020 - March 2021

1. Worked with team to proper coordinate Jobs on time and delivery.
2. Versatile work done by managing from Enquiry to Invoice staging.
3. Procurement management was taken care of for Jobs that require.

Accountant

Empire Tradetech

March 2019 - January 2020

1. Brought errors to near-zero in reporting.
2. Payroll administration and general bookkeeping
3. Documented cash, credit, fixed assets, accrued expenses
4. Completed daily cash functions like account tracking, payroll and wage allocations.

Assistant Accountant

Trinity Mechanical Services, Jebal Ali

July 2017 - August 2018

1. Setup and improved accounting systems and processes to meet business needs.
2. Reconciled company accounts for credit cards employee expenses and commissions
3. Monitored status of accounts receivable and payable to facilitate prompt processing.

EDUCATION

Premiere Pro, After Effects & Photoshop

Jurassic Institute of Management & Technology

July 2012 - November 2012

Completed Basic Course in all 3 core programs such as Premiere Pro, After Effects & Photoshop to enhance basic editing needs for Projects.

B.com Commerce

International College of Law & Business Admin, Ajman

April 2015 - August 2018

Completed my Bachelors course during this period for looking into the scope of business with the aim of getting better at the field.

High School Diploma

Gulf Indian High School, Dubai

June 2011 - April 2014

Completed my basic education of grade 12 from this school along with some few computer courses to enhance my education.