



JIBIN PHILIP

I am excited to contribute my expertise in finance and operations management to a dynamic company, eager to optimize business operations, enhance employee engagement, and drive financial success for long lasting organisational growth and seeking a collaborative environment that foster professional development.

CONTACT

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Ritaj community, Block E ,Dubai
investment park 2, Dubai, UAE

EXPERTISE

- MS Office 365
- Communication skill
- Time Management
- Background Support
- Active Listening
- Problem Solving

LANGUAGE

- English
- Tamil
- Malayalam

ACADEMIC PROFILE

- **MASTER OF BUSINESS ADMINISTRATION** (2021-2023)
Mahatma Gandhi University ,Kottayam
- **BACHELOR OF COMMERCE** (2018-2021)
Mahatma Gandhi University ,Kottayam
- **HIGHER SECONDARY** (2016-2018)
Government of Kerala
- **HIGHER SCHOOL.** (2016)
Government of Kerala

WORK EXPERIENCES

- **ADMINISTRATION ASSISTANT (2023-2024)- POPEES BABY CARE PRODUCTS PRIVATE LIMITED**
 - Coordinating the activities between the peer group
 - Greeting and managing visitors
 - Handle rollover calls and direct messages
 - Managing calendar of in-house meetings
 - Employee relations and retention
- **WORKED AS AN PROJECT INTERN AT AGRO-BIO TECH RESEARCH CENTRE Ltd**
 - Successfully completed assigned tasks and projects within deadlines showcasing reliability and time management skills
 - Supporting sales team
 - Conducted telesales to prospective customers and provide information about the products to the customers

ACHIEVEMENTS

- Certificate for participated in knowledge enrichment educational visit organized by STARS to PARLE Biscuit factory and COCACOLA BEVERAGES PVT Ltd
- Presented the topic titled 'Decoding union budget 2022-23' conducted by MACFAST College.
- Volunteer Members of the Organizing Committee of the International Conference on 'Impact of COVID-19 on Global Business Environmen' conducted by MACFAST College.
- Successfully completed the 'Asset Management' course offered by Great Learning Academy.
- Successfully attending the 'Free Human Resource Skills Workshop' at Tareeqa Global Solutions pvt ltd.

REFERENCE

- Dr. Sudeep B Chandramana
HOD MBA (MACFAST College
Thiruvalla)
+919947736069
- Arun Prem
Assistant Professor MBA(MACFAST
College Thiruvalla)
+919567439195

PERSONAL INFORMATION

- | | | |
|---------------------|---|---------------|
| • Date of Birth. | - | 2 July 2000 |
| • Nationality. | - | Indian |
| • Passport ID. | - | B6406726 |
| • Visa status. | - | Visit visa |
| • Visa expiry date. | - | 5-11-2024 |
| • Sex. | - | Male |
| • Father's name. | - | Philip samuel |

DECLARATION

I hereby, declare that the above mentioned details are true and correct to the best of my knowledge