

### JUBIN EP

S/O BALAKRISHNAN EP

Deira,Dubai

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<ul> <li>Finance Coordinator &amp; Collection Team Leader BAJAJ FINSERV UTD. Job Responsibilities:</li> <li>*Monitor accounts to identify outstanding debts</li> <li>*Investigate historical data for each debt or bill</li> <li>*Find and contact clients to ask shoult their overdue payments</li> <li>*Take actions to encourage timely debt payments</li> <li>*Toccess payments and refunds</li> <li>*Update account status records and collection efforts</li> <li>*Resolve billing and customer credit issues</li> <li>*Update account status records and collection efforts</li> <li>*Resolve billing and customer credit issues</li> <li>*Update account status records and collection efforts</li> <li>*Resolve billing and customer credit issues</li> <li>*Admin officer</li> <li>*Supports company operations by maintaining office systems and supervising staff.</li> <li>*Maintains office staff by recuriting, selecting, orienting, and training employees, and planning, monitoring, and appraising job results.</li> <li>*Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corractive actions.</li> <li><b>Sales Executive - Suzuki Cars</b></li> <li>MMOTORS PVT.LTD (SUZUKI DEALERSHIP)</li> <li>Job Responsibilities:</li> <li>*Meeting with clients virtually or during sales visits</li> <li>*Demonstrating and presenting products</li> <li>*Establishing new business</li> <li>*Establishing accurate records</li> <li>*Mating ing accurate records</li> <li>*Mating ing accurate records</li> <li>*Mating trade exhibitions, conferences and meetings</li> <li>*Reviewing sales performance</li> <li>*Nowing towards monthy or annual targets</li> <li>*Meeting trade exhibitions; conferences and meetings</li> <li>*Reviewing sales performance</li> <li>*Nowing towards monthy or annual targets</li> <li>*Meeting trade exhibitions; conferences and meetings</li> <li>*Reviewing sales per</li></ul>	EXPERIENCE	
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<ul> <li>*Negotiating contracts and packages</li> <li>*Working towards monthly or annual targets</li> <li>Marketing Executive         <ul> <li>LAMIYA STUDIO, PVT. LTD</li> <li>Job Responsibilities:</li> <li>*Monitoring budgets</li> <li>*Managing social media campaigns</li> <li>*Monitoring performance of marketing campaigns</li> <li>*Order taking</li> </ul> </li> </ul>	*Attending trade exhibitions, conferences and meetings	
*Working towards monthly or annual targets	*Reviewing sales performance	
<ul> <li>Marketing Executive LAMIYA STUDIO, PVT. LTD Job Responsibilities:</li> <li>*Monitoring budgets</li> <li>*Managing social media campaigns</li> <li>*Monitoring performance of marketing campaigns</li> <li>*Order taking</li> </ul>	*Negotiating contracts and packages	
LAMIYA STUDIO, PVT. LTD Job Responsibilities: *Monitoring budgets *Managing social media campaigns *Monitoring performance of marketing campaigns *Order taking	*Working towards monthly or annual targets	
LAMIYA STUDIO, PVT. LTD Job Responsibilities: *Monitoring budgets *Managing social media campaigns *Monitoring performance of marketing campaigns *Order taking	✓ Marketing Executive	15/06/2014 - 23/02/2016
*Monitoring budgets *Managing social media campaigns *Monitoring performance of marketing campaigns *Order taking	LAMIYA STUDIO, PVT. LTD	10,00,2011 20,02,2010
*Managing social media campaigns *Monitoring performance of marketing campaigns *Order taking	Job Responsibilities:	
*Monitoring performance of marketing campaigns *Order taking	*Monitoring budgets	
*Order taking	*Managing social media campaigns	
-	*Monitoring performance of marketing campaigns	
*Advertising	*Order taking	
	*Advertising	

# **PASSPORT DETAILS**

Passport number : N8237087 Date of issue : 25/02/2016 Date of expiry : 24/02/2026

EDUCATION	
<ul> <li>SWAMI VIVEKANANDA INSTITUTE OF TECHNOLOGY &amp; MANAGEMENT B.com</li> </ul>	2015
<ul> <li>STATE BOARD OF HIGHER SECONDARY EDUCATION, KERALA Higher secondary</li> </ul>	2011
✓ STATE BOARD OF PUBLIC EDUCATION, KERALA SSLC	2009

## SKILLS

Excellent communication & team work skills Self - correspondence - Handling correspondence of responsible matters Honest and sincere approach in duties and responsibilities Suits with timings and situations of work Process excellent written and oral communication skill

# **TECHNICAL EXPERTISE & SKILLS**

Peachtree MS office such as excel,word Tally Adobe Photoshop

#### **PERSONAL DATA**

Dob : 18/06/1994 Sex : Male Nationality : Indian Marital status : Married Hobbies : Driving, Music listening Language : English, Hindi, Tamil