



JUBIN EP

S/O BALAKRISHNAN EP

Deira,Dubai

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EXPERIENCE

- ✓ **Finance Coordinator & Collection Team Leader** 11/05/2020 - 30/12/2023
BAJAJ FINSERV LTD.
Job Responsibilities :
 - * Monitor accounts to identify outstanding debts
 - *Investigate historical data for each debt or bill
 - *Find and contact clients to ask about their overdue payments
 - *Take actions to encourage timely debt payments
 - *Process payments and refunds
 - *Resolve billing and customer credit issues
 - *Update account status records and collection efforts
 - *Report on collection activity and accounts receivable status

- ✓ **Admin officer** 20/05/2019 - 30/04/2020
E-SAHAYI JANASEVANA KENDRAM
Job Responsibilities:
 - *Supports company operations by maintaining office systems and supervising staff.
 - *Maintains office staff by recruiting, selecting, orienting, and training employees.
 - *Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
 - *Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

- ✓ **Sales Executive - Suzuki Cars** 07/03/2016 - 10/02/2019
AM MOTORS PVT.LTD (SUZUKI DEALERSHIP)
Job Responsibilities:
 - *Meeting with clients virtually or during sales visits
 - *Demonstrating and presenting products
 - *Establishing new business
 - *Maintaining accurate records
 - *Attending trade exhibitions, conferences and meetings
 - *Reviewing sales performance
 - *Negotiating contracts and packages
 - *Working towards monthly or annual targets

- ✓ **Marketing Executive** 15/06/2014 - 23/02/2016
LAMIYA STUDIO, PVT. LTD
Job Responsibilities:
 - *Monitoring budgets
 - *Managing social media campaigns
 - *Monitoring performance of marketing campaigns
 - *Order taking
 - *Advertising

PASSPORT DETAILS

Passport number : N8237087

Date of issue : 25/02/2016

Date of expiry : 24/02/2026

EDUCATION

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| ✓ SWAMI VIVEKANANDA INSTITUTE OF TECHNOLOGY & MANAGEMENT
B.com | 2015 |
| ✓ STATE BOARD OF HIGHER SECONDARY EDUCATION,KERALA
Higher secondary | 2011 |
| ✓ STATE BOARD OF PUBLIC EDUCATION,KERALA
SSLC | 2009 |
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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