



MATHEW SEBASTIAN

ADMIN PROFESSIONAL



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mathewsebastianovelil@gmail.com



Dubai, UAE

EDUCATION

Bachelor of Commerce, 2018 - 2021

- R.R Institute of Management Studies, Bangalore, India

Pre-University (12th standard) 2018

- St. Peters H.S.S, Kurumpanadam, Kerala, India

Senior Secondary Certificate (10th standard), 2016

- St. Peters H.S.S, Kurumpanadam, Kerala, India

COMPUTER SKILLS

- Windows, MS-Office
- Tally Accounting Software

PERSONAL ATTRIBUTES

- Striking positive relationships with clients, vendors & team members
- Excellent communication, with clear and assertive professional language
- Motivated to take up challenging assignments
- Motivated to constantly improving my skills and knowledge

INTRODUCTION

Accomplished professional with rich experience and skills gained from reputed companies in India.

Holds a Bachelor of Commerce degree.

Consistently exceeded expectations through hard work and continuous learning.

SKILLS SUMMARY

- **Organizational Skills:** Efficient in managing files, documents, and office supplies to ensure a well-organized workplace.
- **Communication Skills:** Strong verbal and written communication abilities for effective interaction with colleagues, clients, and management.
- **Time Management:** Skilled in prioritizing tasks and managing schedules to meet deadlines and ensure smooth office operations.
- **Attention to Detail:** Accurate in data entry, documentation, and maintaining records, ensuring precision in all administrative tasks.
- **Multitasking Ability:** Capable of handling multiple responsibilities simultaneously while maintaining efficiency and accuracy.
- **Proficiency in Office Software:** Experienced in using Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant administrative software.

WORK EXPERIENCE

Byju's Kerala, India (Think n learn Pvt Ltd)

- Business Development Executive
- 1 August 2022 - 28 February 2023

Responsibilities

- Identifying and reaching out to potential clients, students, and parents to generate leads through various channels like calls, emails, and in-person meetings.
- Conducting product presentations, counseling sessions, and demonstrations to persuade and convert leads into customers.
- Building and maintaining strong relationships with clients, ensuring customer satisfaction and retention.
- Analyzing market trends, customer behavior, and competitor activities to strategize and optimize sales efforts.
- Coordinating with marketing, product development, and sales teams to align business strategies and achieve targets.
- Tracking and reporting sales performance, customer feedback, and market insights to senior management for continuous improvement.

LANGUAGE SKILLS

- English, Malayalam, Hindi, Tamil

PASSPORT & VISA DETAILS

- Valid Indian passport
- UAE Visit Visa

PERSONAL DETAILS

- Nationality: Indian
- Marital Status: Single
- Date of Birth: 22-06-2000

PROFESSIONAL REFERENCES

- Can be provided on request

Mountain Club Resort, Chinnakanal, India

- Front Office Staff
- 1 December 2021 - 1 March 2022

Responsibilities

- Welcoming and greeting clients, visitors, and employees, ensuring a positive and professional first impression.
- Answering, screening, and directing incoming calls, taking messages, and handling inquiries professionally.
- Managing visitor logs, issuing visitor passes, and coordinating with relevant staff members for meetings or appointments.
- Assisting with various administrative tasks such as scheduling meetings, handling correspondence, and managing office supplies.
- Ensuring the front office area is clean, organized, and reflects the company's professional standards.
- Assisting clients with inquiries, providing information about the company's services or products, and ensuring excellent customer service.

DECLARATION

- The above given information is correct and complete to the best of my knowledge and belief.

Mathew Sebastian