



Jaison Babu Mathew

Ambitious and optimistic with strong persuasive skills. Have excellent leadership, multitasking, and negotiating skills and I am looking for an opportunity to Explore my limits and in turn contribute to the growth of the organization using the skills obtained in the best interests of my employer. I have 3 years experience in total. I am able to handle multiple tasks on a daily basis & I am always energetic and eager to learn new skills.

Contact

Phone

+919589934224

Email

jaisonbmathew@gmail.com

Address

Kollam, Kerala

Education

2020

Bachelor's in Commerece

Barkatullah University

2015

Grade 12th

IDEAL Higher Secondary CO-ED Schooll

Expertise

- Complaint Resolution
- Effective Communication
- Teambuilding & Training
- Patience & Empathy
- Interested to grab and learn new things
- Ability to Keep Calm under Pressure or in Stressful Situations

Language

English

Hindi

Malayalam

Experience

October 2022 - February 2023

Athens General Contracting I Abu Dhabi

Operations

- Provide administrative support to the office manager, project manager, general contractor, and other construction management staff
- Answer incoming phone calls and respond to emails in a professional way
- Act as a point of contact for vendors, subcontractors, and various construction services teams and solicit quotes from them for new jobs
- Prepare forms such as change orders, purchase orders, service agreements, and subcontracts
- Execute clerical and general office duties such as setting up filing systems, data entry, typing, copying, ordering office supplies, and other administrative tasks for special projects as requested
- Coordinate meeting logistics and deliverables such as handouts, and make travel arrangements for the project management team.

October 2021 - October 2022

Equifax Tourism & Travels I Dubai

Executive Operations

- Event planning, design, and production while managing all project delivery elements within time limits
- Liaise with clients to identify their needs and to ensure customer satisfaction
- Conduct market research, gather information and negotiate contracts prior to closing any deals
- Provide feedback and periodic reports to stakeholders
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event details such as Hotel, Restaurant, Ballroom, Decor Catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material sightseeing, all remarkable ground arrangement, etc.
- Ensure compliance with insurance, legal, health, and safety obligations
- Specify staff requirements and coordinate their activities.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day, Conduct pre-and-post-event evaluations and report on outcomes
- Handled VISA department.
- Advises clients regarding destinations, cultures, customs, weather and activities.
- Maintains accurate records of bookings, payments, transactions, phone calls and meetings..

January 2020 - August 2021

Fitwell Coperation I Bhopal

Customer Service Representative

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Keeping records of customer interactions, transactions, comments, and complaints.