

RESUME



SUNILL KUMAR JAYACHANDRAN

405 A BLOCK

NEW GOLD SOUQ BUILDING

AL NAKHEEL AJMAN, U.A.E

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OBJECTIVE

Would like to take more responsibilities, aspire to be recognized for qualitative work to learn and enjoy the benefit of the hard work.

ACADEMIC QUALIFICATION

QUALIFICATION	NAME OF INSTITUTION	YEAR	PERCENTAGE
B.COM	SRM ARTS AND SCIENCE COLLEGE, KATTANKULATHUR, TAMIL NADU.	2011-2014	70%
12 TH	MODERN SENIOR SECONDARY SCHOOL, NANGANALLUR, CHENNAI.	2009-2010	52%
10 TH	MODERN SENIOR SECONDARY SCHOOL, NANGANALLUR, CHENNAI.	2007-2008	58%

FAVORITE PURSUITS & ACTIVITIES

- Interested in Computers. Both Hardware and Software.
- Interested in Learning Human Relations & Management.
- Interested in Psychology & Technologies.

HOBBIES

Surfing the Net, Reading Books, Drawing, Painting and Sketching.

TECHNICAL SKILLS

- Advanced in Microsoft Word, Excel and Power Point.
- Basic Programming in Java, Visual Basic, HTML.
- Skilled at Troubleshooting Hardware Problems.
- Computer Assembling and Configuring.
- Skilled at MS-Word, Power Point, Excel and Access.
- Handling CRM tools.

STRENGTHS

- Optimistic.
- Good Inter-Personal and Organizational Skills.
- Ability to maintain a cool head in adversity.
- Participated in Seminars in College Level.
- Leadership Qualities.

PROJECTS

- Submitted a Project on (BSIM) to NIIT.
- Undergone Business Systems in Information and Management (BSIM) @ NIIT.

EXPERIENCE

- **Worked in Sutherland under Air India as a Customer Support from (2014-2015).**
Role:
The customer service representative is expected to be friendly, prompt, and courteous. You will provide assistance for people who are checking-in, making reservations, rebooking a flight, and checking in baggage.
- **Worked in Hitachi Payment Services Pvt. Ltd., as POS Executive from (2015-2016).**
Role:
The Point of Sale (POS) Technicians are trained professionals who are involved in the day-to-day operation of technology applications and equipment. They Provide desk-side assistance in resolving technology support issues. They Perform installations, repairs, upgrades, backups, and other maintenance tasks.
- **Worked in Reliance Nippon Life Insurance as Senior Relationship Manager from (2016-2017).**
Role:
Consults with clients and prospective clients to assess insurance needs, budget, financial planning goals, and other relevant details. Provides rate quotes and coverage recommendations; assists with long-term planning. Assists with completion of application and other necessary paperwork; obtains underwriting approval.
- **Worked in Robinhood Insurance Brokers Private Limited as Senior Relationship Manager- Financial Planning from (2017-2018).**
Role:
Consults with clients and prospective clients to assess insurance needs, budget, financial planning goals, and other relevant details. Provides rate quotes and coverage recommendations; assists with long-term planning. Assists with completion of application and other necessary paperwork; obtains underwriting approval.
- **Currently working as Accountant in Yes We Jewellery L.L.C Ajman, U.A.E from 15 Sep 2018 till date.**
Role:
Stock control, Barcode, VAT filing, Payments and receiving gold and cash from and to the suppliers, Voucher issuing, regularly confirming current balance with the suppliers.

PERSONAL DETAILS

Father's Name : S. Jayachandran
Date of Birth : 22-09-1991
Marital status : Married
Gender : Male
Languages Known : English, Tamil and Hindi and Arabic
Nationality : Indian
Passport Number : N2248751

DECLARATION

I hereby declare that all the above furnished details are true and correct to the best of my knowledge.

Place: Ajman, UAE

Sunill Kumar Jayachandran