

# Muhammed Rinub K

+91 9747957516, rinubofficial@gmail.com

Malappuram, Kerala - India

## BUSINESS MANAGEMENT & ANALYSIS

Motivated and results-driven Business School graduate seeking a challenging position within a large educational institution as a accounts faculty as well as the accountant. Offering a strong foundation in business strategy, data analysis, and Budget management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

## KEY COMPETENCIES

Process improvement

Data-driven strategic planning

Cost-benefit analysis

Report writing and presenting

Critical thinking skills

Excellent communication skills

Strong interpersonal skills

Proactive and self-motivated

Exceptional organisational skills

## PROFESSIONAL EXPERIENCE

### ICS INDIA

Dec 2022 - Present

#### Accounts Faculty

- Created detailed course materials, including lecture notes, assignments, and project guidelines.
- Developed and delivered comprehensive Tally training programs for undergraduate and postgraduate students.
- Software Handling : Tally Prime,ZOHO Books,Quick Books,PeachTree (Sage 50) & Wings-EZ.

### GREENS INSURANCE HUB

Jun 2022 - Dec 2022

#### Business Development Executive

- Supported the business development team in identifying and securing new client accounts.
- Assisted in the development of sales strategies and presentations.
- Conducted client meetings and presentations, highlighting the benefits of AutoSecure's insurance products.
- Monitored industry trends and competitor activities to inform business strategies.
- Managed client accounts, ensuring a high level of customer satisfaction and retention.
- Agencies Handled :United India Insurance,Magma India,GO Digit,Future Generali & New India Assurance

## EDUCATION & CERTIFICATIONS

### Bachelor of Business Administration

Majors: Marketing & International Finance

Bangalore University.

### Diploma In Tally ERP 9.0 & Taxation (VAT/GST)

ICS INDIA.

### Aviation & Logistics Management

Athena Institution , Bangalore

## LANGUAGES

English , Hindi & Malayalam

## OTHER DETAILS

Passport : V4594809

Nationality : Indian

## REFERRAL LINKS

[www.linkedin.com/in/muhammed-rinub-k-179697247](https://www.linkedin.com/in/muhammed-rinub-k-179697247)