



CONTACT

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CAREER OBJECTIVE

To Find a challenging and responsible position that will give me the opportunity to utilize my skills and potential, which I will Channelize and commit myself to deliver promising results thus make a valuable asset to my organization, which I am associated with.

PERSONAL PROFILE

Father's Name : Joseph
Date of Birth : 11/12/1999
Gender : Male
Marital Status : Single
Nationality : Indian
Religion : Christian
Mother Tongue : Malayalam
Languages Known: English, Hindi,
Malayalam & Kannada

AREAS OF INTEREST

- * Finance
- * Administration
- * Supervisor
- * Front Office

PERSONAL STRENGTH

- * Good communication listening skill
- * Positive thinking , self motivated and energetic
- * Able to maintain and deliver the responsibilities
- * Capable of working with all levels of provisional with in a multicultural environment

HOBBIES

- * Watching movies
- * Travelling
- * Reading Books

NAVEEN JOSEPH

PROFESSIONAL QUALIFICATION

- * **B.B.A (Finance)**
Christ College, Mysore,
Mysore University
2018-2021
- * **PLUS TWO**
GHSS Manthana
Kerala Board of higher secondary Examination
Biology science
2018
- * **SSLC**
Little Flower English Medium High School Kelakam
Kerala Board of Public Examination
2016

COMPUTER PROFICIENCY

- * Ms Office(Word &Excel)
- * Tally prime

CERTIFIED COURSE

- * Done a Certified course on Warehouse Management
- * Done a Certified course on Accounts Executive

INTERNSHIP / OJT

- * Done Internship in organizational study at Decathlon Sports India Pvt Ltd
- * Internship in Management Of Service at Life Insurance Corporation Of India
- * Done on job training at EKC college (Administrative department)

EXPERIENCE & JOB DISCRPTION

- * Customer relation executive at Prince Auto Finance from (09/12/21-30/11/22)
Filling customer records, including contact information, conducting surveyes and writing reports based on customer feedback on products and services. inform clients about their due dates. Arrange field survey for every month
Rerouting coustomer calls to other departments when advanced solutions are needed.

DECLARATION

I hereby declare that the above information is true, complete and correct to the subject to the best at my knowledge and belief.

NAVEEN JOSEPH