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**Shinoop**

**E-Mail:** **shinoop.381009@2freemail.com**

**UAE Visa Status:VISIT**

**UAE Driving License- Manual**

### To be professionally associated with a progressive organization that gives me the scope to apply my knowledge and skills and to be part of the team that dynamically works towards the growth of the organization.

### PROFESSIONAL CONSPECTUS

* Over 5 years of experience in Operations, Administration, Sales& Customer Supportwith a proven track record of handling multiple tasks and operations
* Highly proactive - adept at working in fast paced environments and managing multiple task simultaneously
* Excellent people management skills/team player/problem solving abilities/ Interpersonal skills/Communication Skills

### CAREER CONTOUR

**Brand Folio LLC ( SkechersMiddle east), United Arab Emirates- August 2014 to till December 2017.**

***Office Administrator/Sales Support***

* Managing a range of HR activities, including screening applicants and supporting colleagues in preparing HR documentation such as copies of passports and visas
* Carrying out administrative activities with accuracy and efficiency, such as filing, preparing presentations, drafting correspondence
* Managing a range of financial tasks including preparing invoices, and check quotations and payment certificates, transferring funds online and handling petty cash
* Generating local purchase orders and service agreements.
* Liaising extensively with both clients and suppliers, via email, telephone and fax, using strong communication skills to ensure the company is positively represented
* Maintaining accessible, accurate and up-to-date filing systems
* Prepare the NOC of the Sales team who will travel and prepare all the required documents for travel like visa requirements.
* Understandingcustomer requirements and presenting appropriately to make a sale
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails
* Cold calling to arrange meetings with potential customers to prospect for new business;
* Negotiating the terms of an agreement and closing sales
* Gathering market and customer information
* Represent the company at trade exhibitions, events and demonstrations
* Advise customer on forthcoming product and discussing special promotions
* Frequent follow up with customer to check the progress of existing buy seasons.
* Recording sales and order information and sending copies to the sales office, or entering figures into a computer system

**Mahindra Finance, Calicut, Kerala( 2011 to 2014)**

**Customer Manager – Vehicle Loan**

**Key Responsibilities:**

* Evaluates loan applications and documentation by confirming credit worthiness.
* Rejects loans by explaining deficiencies to applicants.
* Approves loans by issuing checks and forwarding it to the concerned department for processing.
* Completes loan contracts by explaining provisions to applicant; obtaining signatures and collecting fees.
* Helps customers by answering questions; responding to requests.
* Maintains customer confidence by keeping loan information confidential.
* Accomplishes bank mission by completing related results as needed.
* Sales & service Support

**IndusInd Bank ,Calicut, Kerala ( 2010 to 2011)**

***Marketing executive – Commercial vehicle***

**Key Responsibilities:**

* Responsible for commercial vehicle re-finance and developing good relationship with existing customers / brokers and dealers and generating leads from them by providing various schemes/deals.
* Development of Distributor and Dealer Network
* Field investigation to check credit worthiness / documentation/verification & processing of loans.
* Ensure prompt repayment through continuous follow ups with customer
* Deal all financial aspects with dealers / customers
* Responsible for Overdue Collections & Revenue generation process.

### TECHNICAL SKILLSET

* Microsoft: Expertise in MS Excel and Office Application
* Tally 6.3

### ACADEMIA

* **Bachelor of Commerce (B.Com)**,Calicut University,Kerala(Year 2010)
* **DCFA** (Diploma in Computerized Financial Accounting) (Year 2010)
* **Higher Secondary** (12th),Arts College Quilandy ,Calicut Kerala (Year 2007)
* **SSLC** (10th),Palora H S S, Ulliyeri,Calicut,Kerala(Year 2005)

### PERSONAL DOSSIER

* Date of Birth :3rdFebruary, 1990
* Marital Status : Single
* Languages Known :English, Hindi , Malayalam and Tamil (S)
* Driving License:UAE driving license

### PASSPORTDETAILS

* Place of Issue : Kozhikode, Kerala
* References : Will be furnished on request