



BIBIN P.B

TEAM LEADER - OPERATIONS

CAREER OBJECTIVE

I want to work in an organization where I can put my ideas and skills to fulfill my personal goals as well as the organizational goals.

SKILLS

- Hard Working
- Team Player
- Leadership Skills
- Quick Learner
- Forward Thinking
- Focused
- IBM SPSS Statistics 21
- MS Office
- Internet browsing with High Typing Speed

WORK EXPERIENCE

KNH Media & Marketing Pvt. Ltd. / OMNESmedia

Team Leader – Operations

SEPT 2017 – Present

- Allocating jobs and workloads to individual staff members based on their ability.
- Delegating tasks and setting strict deadlines for individual team members.
- Monitored progress within each team toward goal attainment utilizing measurable data in spreadsheet applications.
- Devised measurable and observable steps to achieving operational outcomes.
- Establishing team and staff targets as a reflection of the company's objectives.
- Giving prompt and accurate information on individual staff member performance.
- Providing accurate information to senior managers on key issues.
- Drafted and submitted written reports regarding progress.
- Holding team members accountable for their performance and actions.
- Being the main contact point for all team members who need help or advice.
- Keeping management updated on the performance of individual team members.
- Completing all team-related administrative paperwork and communicating on a daily basis with managers and senior-level staff members.

ACHIEVEMENTS

- Received Performer of the month awards in KNH Media & Marketing Pvt. Ltd. / OMNESmedia (September, October & November 2017).

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

HOBBIES

- Travelling
- Listening to Music
- Playing Cricket
- Walking

EXTRA CARRICULAR/ ACHIEVEMENTS

- Did my major project on “Identifying the Best Mobile Combo Tariff Plan for Professional Students- an Application of Conjoint Analysis” as a part of my Post Graduate course. And it is nominated for the MaxEd Best Projects Awards 2017 held at College of Engineering and Technology, Thiruvananthapuram.
- A seminar presented at NSS College Rajakumari.
Topic: E-Commerce, as a part of an outreach programme of MBA.
- Coordinated an International Management Fest in Toc H institute of science and technology.
- Active Volunteer of National Service Scheme (N.S.S).
- Participated in management fests conducted by various colleges.
- Held the responsibility of running a North Indian food stall in Toc H Institute of Science and Technology during The Grand MBA Onam Trade Fair.

ACADEMIC PROJECTS / INTERNSHIPS

COURSE	COMPANY NAME	SPECIALIZATION	PLACE	YEAR
MBA	Research Study	Marketing	Ernakulam	2017
MBA	SAP	Sales & Distribution	Ernakulam	2016
MBA	SCM Garments Pvt. Ltd.	Human Resource (Minor)	Tirupur, Tamil Nadu	2016
MBA	Big Bazaar (Future Group)	Marketing	Nucleus Mall, Ernakulam	2015
BBA	Periyar Rice	Human Resource	Perumbavoor, Ernakulam	2015

PERSONAL DETAILS

DOB : 09.03.1995
SEX : Male
Marital Status: Single
Nationality : Indian

CONTACT DETAILS

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Mammattikkanam P.O
Rajakkad
Idukki District
Kerala, India
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ACADEMIC QUALIFICATIONS

PROGRAMME	NAME OF THE INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	PERCENTAGE
MBA (MARKETING, HR)	Toc H Institute Of Science And Technology	CUSAT	2017	73%
BBA	N.S.S College Rajakumary	Mg University	2015	72%
HIGHER SECONDARY (SCIENCE)	G.H.S.S Kunchithanny	Board Of Higher Secondary Examination, Kerala	2012	78%
SSLC	G.H.S.S Kunchithanny	Board Of Public Examination	2010	81%

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date :

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