

VIPIN FRANCIS

Kochuparambil, Vennikulam , Kerala, India
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CAREER OBJECTIVE

"To excel in a management career, and keen to be associated with a reputed and prestigious organization, where my experience can be efficiently put to bring in good results, through sincerity, dedication and enthusiasm".

EXPERIENCE

- National Paints LLC, Muscat, Oman** *Jan 2014 - Sept 2018*
Customer Service Coordinator
(National paint manufacturing company is an ISO 9001:2008 and ISO 14001:2004 certified multinational company based in Middle East.)

Proceeding counter sales as per the customer request.
Ensure invoice payments.
Coordinating customer's order and arranging dispatch.
Giving training and aware to customer for different products if it necessary.
Monitoring inventory, stock and ordering supplies as necessary.
Updating, processing and filing of all documents.
Coordinating customer's order and arranging dispatch.
Assisting with the preparation of the monthly management accounts.
An assist finance manager, regarding the control and protection of the organization assets.
Analyze daily and monthly financial and sales statement and reporting to head office.
Obtain statistics from several sources for business achievement.

- Shamel Concepts LLC, Oman (Shamel-Durolac Paints)** *Nov 2008 - Nov 2013*
Sales & Marketing Coordinator
(Shamel concepts LLC is mainly deal with Sales, Marketing and application of Jotun Paints, Hempel Paints, Shamel-Durolac Decorative Paints and National Paints)

Coordinating with CEO for business promotion.
Plans long and short term goals of the organization by working closely with finance dept., human resources dept., Purchase and accounts dept. and managing daily activities.
Ensure that all sales targets for the area are achieved.
Canvassing and coordinating Supply and Apply of Deco Paintings.
Responsible for providing technical training to sales staff.
Visiting suppliers to enhance business of the company and forwarding quotations to the clients.
Responsible for keeping records of Market information.
Preparation of Various statements required by the Company.
Sales entry and generating reports from system.

- **Poyanil Hospital, Kozhencherry, Kerala**

Sept 2006 - Sept 2008

PRO & Administrative Secretary
(Poyanil Hospital is a Multispecialty hospital since 1993.)

Responsible for dealing with the queries from patients regarding medical insurance.

Corresponding with the Insurance companies for the HIC benefits

Keep and maintain records of the schedule patient appointment with manager regarding insurance

In-depth knowledge of medical terminology, insurance and state, federal and local laws.

Responsible for the management of the patient's applications.

Documented the receipt of official documents and filed them efficiently before updating the hospital database with new information.

Prepare the schedules and keep updates of the equipments and resources.

Other general duties assigned by Administrator.

Planning, Organizing, Implementing, Evaluating & Reporting about various Medical Camps & Projects on behalf of management and State Health department

EDUCATION

- **MSW**

Bharathidasan University, Trichy, 76%
2006

- **BA**

MG University, Kottayam, Kerala , 58%
2004

TECHNICAL SKILLS

- Working in fully computerized environment and having excellent knowledge of Tally ERP 9, MIS (MNC software) and Whole & Retail sales Software,
- Microsoft Office, SPSS (Statistical Package for Social Sciences), Internet and have knowledge of Software Packages and hardware.

ACHIEVEMENTS & AWARDS

- Office Automation from LBS Centre for Science & Technology (Kerala Govt.), TVM.
- Diploma in Accounting & Tally from AIIA.

PERSONAL STRENGTHS

At most sincerity and diligence at work

Knowledge of business and financial domain.

Possess excellent planning, organizational skills, Good supervisory ,decision making and customer service skills.

Build excellent working relationship to attain goals.

Work collaboratively and efficaciously as a team member.

Goal-oriented with good analytical skills and ability to handle multiple tasks.

Possess excellent negotiation and management skills.

Enthusiastic, confidence with good sense of responsibilities.

Ability to work under pressure.

Effective project management skills.

Excellent working knowledge of all Microsoft office package and popular accounting software and ability to type at least 60+ wpm.

PERSONAL PROFILE

- Date of Birth : 19/01/1983
- Marital Status : Married

- Nationality : Indian
- Known Languages : English, Hindi, Arabic, Malayalam, Tamil

REFERENCE

Mr. Simson P. Varghese - "National Paints LLC, Oman"

Store Manager

simson.varghese@nationalpaints.com

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DECLARATION

I hereby declare that the above provided information is correct to the best of my knowledge.

Date : 10/10/2018

Place : Vennikulam