

## **ABHIJITH J**

THEJUS

VAKATHANAM P.O.

KOTTAYAM

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### **Objectives**

To be a part of an organization that utilizes my educational qualification and my aptitude for learning and allows me to grow as an individual. Further in the long term, to be in a position where I can take on responsibilities, face new challenges, exercise my skills to the optimum, in addition to improving them and contribute immensely to the growth of the organization.

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### **Core Competencies**

- Independent and ability to take on responsibility.
- Steer Program with focus on bottom line by ensuring optimal utilization of available resources.
- Build & maintain healthy business relations with customers, ensuring high customer satisfaction.
- Develop relationships with key decision makers internally.
- Right approach on colleagues to get the things done.

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### **Professional Experience**

#### ➤ **Administration Executive in Anugraha Food Products (from 2016)**

- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Preparing and processing timely distribution of salary, bonus, leave encashment and full and final settlement
- Maintaining HR records, such as those related to compensation, health and medical insurance
- Responsible for monitoring the weekly purchasing reports to make sure that there were no duplicates.
- Provided one-on-one customer assistance in the selection and purchase of merchandise that best met the client's needs.
- Minimized customer complaints by offering expedient, as well as positive, resolutions to client issues.
- Compiled sales reports and client contracts

#### ➤ **Administration Executive in New Bharath Aluminium (2015-2016)**

- To ensure the punctuality and regular attendance of the staff
- Managing purchases of office requirement. And process inward & outward couriers, mail
- Purchase and sales order processing
- Payroll and timekeeping functions.
- Transportation arrangements for customers

#### ➤ **Field Sales Executive in Spartans Communication ( 2013-2015 )**

- Responsible for identifying new sales opportunities setting appointments and generating revenue.
- Responsible for utilizing company contact lists to generate revenue.
- Often called on to help maintain several of the firm's larger clients.
- Responsible for keeping an active sales funnel and providing monthly progress reports to management

### ➤ **Safety Officer in MAYTAS Construction company ( 2007-2008)**

- Responsible for doing regular work site inspections and bringing any safety issues up to field management.
- Responsible for weekly work site safety audits that were distributed to field and office management
- Responsible for creating a monthly safety briefing for project managers and executives working out of the main office.
- Review the Incident Action Plan for safety implications.
- Exercise emergency authority to prevent or stop unsafe acts.
- Investigate accidents that have occurred within incident areas.
- Ensure preparation and implementation of Site Safety and Health Plan (SSHP)
- Assign assistants and manage the incident safety organization

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### **Academic Credentials**

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<b>Education</b>	<b>Institute/university</b>	<b>Year of passing</b>
MBA(Finance )	Bharathiar University	2017
B A-English Literature	CMS College /Mahatma Gandhi University	2011
Fire & Safety	Sikkim Manipal University	2007
12 <sup>th</sup>	Board of Higher Secondary Education/ Kerala	2006
10 <sup>th</sup>	General Education Department /Kerala	2004

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### **Computer Proficiencies**

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- Operating System : Window-8, Window -9, Window -10,
- Office Package : MS Excel, MS Word, Power Point

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### **Strength**

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- Hardworking and cooperative.
- Easily adaptable to new environment and optimistic approach.
- Passion for constant improvement and perseverance.
- Ability to take decisions and complete dedication towards my work.

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### **Personal Profile**

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- Date of Birth : 18<sup>th</sup> January 1989
- Father's Name : Johny K C
- Nationality : Indian
- Languages Known : Malayalam, English, Tamil, Hindi
- Hobbies : Music ,Badminton, Travelling

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**Passport / Driving License**

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- Passport Number : R3320770
- Date of Issue : 04/08/2017
- Date of Expiry : 03/08/2027
- Place of Issue : Cochin, India
  
- License Number : 5/4264/2007
- Class of Vehicle : Motor cycle with gear, Light motor vehicle,  
Heavy passenger motor vehicle& Heavy goods motor vehicle

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**Declaration**

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I hereby declare that the above information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Vakathanam

Abhijith J

Date: