

Blesson Babu
Parankimamvila Padeettathil
Sooranadu (PO)
Kollam (Dist)
Kerala-690522
Tel: 0091-9048556987
0091-8547552904

The Manager,

Dear Sir / Madam

As you will see from my resume, I am a **MBA (Financial Management)** and **B.Sc (Physics)** graduate who passed out from Bharathiar University and Kerala University, India respectively having work experience of more than 16 years.

I have worked with some reputed firms in India and have also good work experience in Dubai, UAE.

Besides having a good academic track record, I feel I have a range of relevant skills that I can bring to your firm. I have developed a high level of IT skills: I have regularly used Word, Excel, PowerPoint and the Internet. My communication skills have greatly developed both through my co-curricular experience and through my degree. Additionally I hope that in consideration of my resume, you will be persuaded of my potential to perform well and to make a real contribution as a member of your firm.

I can be available for an interview at any time and look forward to hearing from you.

Yours faithfully,

Blesson Babu.



BLESSON BABU

Mobile: **0091-9048556987**

e-mail: blessonbabu0808@gmail.com

MBA in Financial Management

B.Sc (Physics), IELTS

Objective

Work in a professional atmosphere to utilize my skill with prospects for continuous advancement specifically in the area of sales and Business Coordination

Creative contributions by utilizing my knowledge and skills to the level to facilities career growth

Career Summary

In 16 years of my professional work experience in UAE and India, I have worked in Completely different work environment like Information Technology, Service Industry and Sales & Logistics.

Personal & Professional Profile

- Valuable Performance with Definite Potential to Take in Higher Roles.
- Strong Customer Service Orientation.
- Excellent Communication Skills & Presentation Skills (Written & Oral)
- Self-Motivated with Effective Communication, Hard Working, Optimistic and Open Minded.
- Ability to Advance & making Contribution.
- Ability to learn quickly and adapt to Changing Environments
- Efficient, Excellent Time Manager with Ability to Work under Pressure.
- Consistency and Dedication Coupled with Sincerity & Honesty.

Work Experience (More than 16 Years)

ARMSOFTECH PRIVATE LIMITED (AIR) Chennai, Tamil Nadu (04-FEB-2019 to till date)

Process Coordinator

ARMSOFTECH PRIVATE LIMITED (AIR) is one of the emerging banking & financial back support company, which provide to support the recovery of EMI & Penal of vehicles & homes loans. Our head office at Chennai.

My main area of work was in Coordinate Process Associates. Nature of my work was to coordinate the client and associate, Arranging time for meeting with managers and Team Leaders. Sending Details to the Head Office. Monitoring and reporting the Working Hours to Head Office (Time Keeping). Deal with day to day activities.

Our main Clients are KARUR VASYA BANK, RBL, ICICI BANK, KOTAK BANK, BAJAJ AUTO FINANCE, BAJAJ FINSERVE, TOYOTA FINANCIAL SERVICES, TVS, MUTHOOT FIN CORP, FULLERTON etc.

FIRST BENCH (IIT BUDS), Chennai, Tamil Nadu (02-May-2016 to 30-JAN-2019)

Senior Coordinator

First Bench. is one of the emerging Academic Institution Company, which provides academic & Entrance Coaching to the students. Company makes the contracts with schools and provide faculty for teaching each subject (Science & Mathematics only). Our head office at Chennai.

My main area of work was in Academic. Nature of my work was to coordinate the Teachers & Faculties, Assign Classes to faculty, arranging time for faculty for teaching, Entering the Attendance, Marks of periodic test, monthly exam & each term exam. Sending Details to the Head Office. Monitoring and reporting the Working Hours to Head Office (Time Keeping). Deal with day to day activities.

CMS IT SERVICES Pvt Ltd (10-SEP-2015 to 24-APR-2016)

Field Engineers Coordinator (Technical Support)

CMS IT Services Pvt. Ltd. is one of the emerging Computer Hardware Maintenance, trouble shooting, Networking Company in India. Company has many branches (Hardware maintenance, ATM Money Filling, Info System. We are Support the Hardware Warranty for Acer Company. Our Head Office in Chennai (South) & Mumbai (North).

Our main Clients are STATE BANK OF INDIA (SBI), STATE BANK OF TRAVANCORE (SBT), LIFE INSURANCE CORPORATION OF INDIA (LIC), TATA CONSULTANCY SERVICES (TCS) PASSPORT SEVA KENDRA, TATA INTERACTIVE (This is a group for computer Hardware & Software maintenance for School, Colleges & Institutions) BERGER PAINTS, COGNIZANT TECH SERVICE (One of the IT Company in INFO PARK, KOCHI).

My main area of work was in IT Services. Nature of my work was to coordinate the Hardware Engineers, Assign Works to Engineers, Logging & Closing Calls to the System, Entering the proof of Closing Complaints to the Computer (Call Slip), Coordinating the installation works. Collecting Details from Customers Sending Details to the Head Office. Monitoring and reporting the Working Hours to Head Office (Time Keeping). Deal with day to day activities.

LCC Computer Education Centre (04-NOV-2013 to 08-SEP-2015)

Front Office Coordinator

LCC Computer Education Centre is one of the emerging computer educational centers in Kerala, India.

My main area of work was to coordinate between management and staff. Deal with day to day activities. Schedules meeting with various educational centers and ensure that good and quality service is provided.

Apple-tech System & Technologies (03-OCT-2011 to 31-OCT-2013)

Sales & Logistics Coordinator

Apple-tech System & Technologies is one of the leading IT firm in Kerala, India.

My main area of work was making record of Sale preparing inventory of stock and order. Handling day to day operation of back office mailing, e-mailing and record keeping. Coordinating pre-sale and after sales activities, backup electronic file using proper procedure. Prepare and send outgoing fax, mail and courier parcel from various Agencies. Purchase receive store the office supplies and ensuring the basic supply are also available.

Wintech System & Services (WINTECH GROUP). (20-JUL-2010 to 10-SEP-2011)

Executive Sales Coordinator

Wintech System & Services is one of the emerging IT firm in Kerala, India.

My main area of work was coordination with the Sales team. Arranging and Scheduling their task and planning target. Creating Sales Plan with marketing procedures. Arranging all the necessary backup for sales team.

Innovative Technologies Ltd, Dubai, UAE (16-FEB-2007 to 10-JUN-2010)

QC Coordinator (Quality Control Department)

Innovative Technologies Ltd is one of the electrical & instrumentation company in Dubai. Mostly doing marine works like Rigs, Barges & Oilfield Works

My main area of work checking routine e-mails and sorting as per company standard. Coordinating staff in different section for implementing Quality Management. Preparing Inspection Test Reports (ITR) for assuring the Quality of services as per standard. Monitoring Continuity and Meggaring of Cables and Instruments. Submits ITR files to the clients and updating of reports to head office. Monitoring and reporting the Working Hours to Head Office (Time Keeping).

The Professional Couriers, Secunderabad, Andhra Pradesh. (04-AUG-2006 to 10-FEB-2007)

Customer Service Officer

My main area of work was recording and managing of mails and parcels in system. Preparing and sending Reports to the Head Office. Inspecting the parcel to company standard and postal regulation. Sorting mail and parcel as per destination or other classification and placing in mail bin.

Musaliar Computers (P) Ltd. (06-MAY-2005 to 20-JUL-2006)

Executive Sales Coordinator

My main area of work was Back Office and Technical Support to Sales and Marketing Department. Providing price quotation to client, (Individuals / Companies). Receiving parcels from sales agencies. Imprest for petty expenses on day to day basis. Bill management and monthly MIS expenses for admin expenses.

EDUCATION

EDUCATION	UNIVERSITY/BOARD	YEAR
MBA (FINANCE)	BHARATHIYAR UNIVERSITY	2020
B.Sc (Physics)	KERALA UNIVERSITY	2004
Pre-Degree	KERALA UNIVERSITY	2000
Secondary Education (S.S.L.C)	BOARD OF KERALA	1998

COMPUTER KNOWLEDGE

- Windows
- M.S Office

DEMONSTRATED ABILITIES

- Sound Computer Knowledge with the Ability to use Windows and Microsoft Office (MS Word, MS Excel & MS Power point)
- Possess a clear Distinct pleasant Voice, Legible Handwriting
- Polite, Friendly Attitude and an Ability to be Nice Under any Circumstances

Personal Information

Date of Birth : 08-August-1982
Marital status : Single
Language Known : English, Hindi, Malayalam
Passport Details : **M 56 43 362**
Issued from **TRIVANDRUM**
Validity: **20-01-2015 to 19-01-2025**
Driving License (Indian) : QK/1702/03
(Two & Four Wheelers) Validity: **06-05-2003 to 05-05-2023**