

BINI BALAN

I am hardworking, self motivated and enthusiastic person seeking an opportunity with a company that would help me utilize my educational background and my excellent interpersonal skills to improve customer satisfaction and enable me make a positive contribution



PERSONAL

- Name**
BINI BALAN
- Address**
Ellum Parambil House P.O
Padiyoor, Thrissur, Kerala India
- Phone number**
+91- 7558962742
- Email**
binibalan02@gmail.com
- Date of birth**
26-08-1996
- Gender**
Female
- Nationality**
Indian
- Marital status**
Single

LANGUAGES

- English ★★★★★
- Hindi ★★★★★
- Malayalam ★★★★★

WORK EXPERIENCE

- August 2020 - Jan 2022 **Hospital Administration Assistant**
Shanthi Bhavan Paliative Hospital, Thrissur
Responsibility for the policy making and creating sales targets. Patient data base management & Follow-up patient day to day records. Follow up customer data base & Creating new strategy records & Handling emergency control room services.
- Aug 2019 - Apr 2020 **Customer Relationship Executive**
Ahalia Finforex, Thrissur
Manage all foreign exchange products like currency purchase and sale, outward remittance and successfully handle all major audits like, RBI, Statutory and concurrent audit. Responsible for creating, improving and developing new sales, handling financial transactions paperwork's and follow up manage all operation works. Create sales ideas, Handling financial transactions, performed day to day operation works like filing and book keeping. Assist to develop strategic policies and programs for corporate travel. Handling financial transactions paperwork's and follow up Develop & Maintain relationships with vendors. Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.

EDUCATION AND QUALIFICATIONS

- Jun 2017 - Jul 2019 **Masters of Business Administration in Finance & Marketing**
Calicut University, Palakad
- Jul 2014 - Apr 2017 **B.COM In Computer Application**
Mahathma Gandhi University, Eranakulam

SKILLS

- Accounting & ERP Accounting software ★★★★★
- Digital Marketing ★★★★★
- Documentaion ★★★★★

CUSTOM SECTION

Passport No : V4212447
Date Expiry : 21/11/2031