



ALAN P S

PULIMOOTTIL HOUSE MEEMUTTY P O KODENCHERY NELLIPOYIL
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- POPULAR VEHICLES AND SERVICES PVT LTD CALICUT** 2019 - 2021
BACK OFFICE EXECUTIVE
 - *Booking New vehicles for customers on ERP tally and DMS softwares
 - *Billing vehicles on ERP TALLY and DMS
 - *Allotment of vehicles
 - *Accessory billing
 - *Stock auditing
 - *Stock transfer
 - *Data entry
 - *Reports on Sale targets achievements

Education

- Kaizen Institute - Minibypass Meenchandha Kozhikode** 2022
Diploma in Practical Accounting And Taxation
B
- Holy Cross College Nadakave Calicut(University of Calicut)** 2016-2019
BBA
C
- ST. JOSEPH'S HSS KODENCHERY** 2014-2016
PLUS TWO (Science)
80
- ST.GEORGE'S HSS VELAMCODE** 2014
SSLC
88

Skills

- Organizing and Managing capabilities
- Decision making skills
- Hardworking
- ERP TALLY
- SAP
- DMS
- Ms office
- GST
- TDS/TCS Filing

Projects

- **A STUDY ON CUSTOMER BUYING MOTIVES OF SUZUKI ACCESS 125 WITH SPECIAL REFERENCE TO APCO SUZUKI CALICUT**

After the deep research and analysis it is concluded that there are number of buying motives for the customers the important among them are mileage location of showroom quality of service and less booking time.

Interests

- Traveling
- Music

Reference

- **ATHULIYA T - "POPULAR VEHICLES IN SERVICES PVT LTD MALAPARAMBA CIVIL CALICUT"**
HR ASSISTANT
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- **LIJITH - "POPULAR VEHICLES AND SERVICES PVT LTD MALAPARAMBA CIVIL CALICUT"**
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Declaration

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

Date : 11/7/2022
Place : Kodenchery

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