



LIBIN C ALEX

B.com, MBA HR & Marketing

Contacts

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TOTAL WORK EXPERIENCES – 6 YEARS

1. Junior Accountant – M/S Paragon Polymers (P) LTD

Period of Employment : 04.07.2019 to 26.02.2021

Location : Kolkata West Bengal

- Handled Sales and Distribution related works in a Depot of the company.
- Monitored daily inward and outward of material.
- Hand on experience in KAIZEN
- Monitored optimum usage of vehicles
- Monitored Dealers payment and their credit periods
- Vendor payments
- Prepare daily and monthly financial statements

2. Executive Accounts – M/S Kosatom Finance LTD

Period of Employment : 10.05.2018 to 31.12.2018

Location : Kottayam Kerala

- Support Provided to Branches for account opening (Trading)
- Prepare reports and other office related works at Head office of the company.
- Customer service

3. Senior Assistant – M/S MRF LTD

Period of Employment : 22.09.2014 to 09.02.2018

Location: Bengaluru and Hosapete Karnataka

- Handled Depot operations independently
- Order taking and order management
- Van operations
- Customer/Dealer service
- Handled Dealer payments
- Support provided for sales promotions activities
- Worked as personal assistant to Regional sales manager. Operations Manager and Regional Manager Channel Development

COMPUTER SKILLS

- SAP
- MS Office
- Tally

EDUCATIONAL QUALIFICATION

- MBA HR & Marketing from Mahatma Gandhi University, Kottayam, Kerala
- B. Com from Mahatma Gandhi University, Kottayam , Kerala

PERSONAL DETAILS

Age : 30

Gender : Male

Marital Status : Single

Languages Known : English, Malayalam, Hindi, Tamil and Kannada

Permanent Address: MANGALAPPALLY (H)

PUTHUPPALLY PO

KOTTAYAM-686011

KERALA, INDIA

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Libin C Alex