

KISHOR KUMAR

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OBJECTIVE

I am actively seeking opportunities in admin support or an operations role in an esteemed organization.

EXPERIENCE

SEEH AL SARYA ENG LLC, MUSCAT, (OMAN)

SEP 2018 - SEP 2020

OFFICE ADMINISTRATION (ADMIN ASSISTANT)

- Provides administrative support to ensure efficient operation of office
- performing basic office tasks, such as filing, data entry, answering phones, processing the mail etc..
- Responsible for the day-to-day work
- Handling communication with clients and vendors via phone, email and person
- Preparing financial reports
- General office management such as ordering stationary
- Arranging both internal and external events
- Assist colleagues whenever necessary
- File documents in physical and digital records
- Maintaining and updating manpower master list

WOODLAND PVT LTD, KASARAGOD, INDIA

JAN 2016 - JAN 2018

SALES ASSOCIATE, CUSTOMER SERVICE

- Provides a positive customer experience with fair, friendly
- Courteous service, registers sales on a cash register by scanning
- Items itemizing and totaling customers purchases
- Handling incoming calls enquiries from prospective customers or clients
- Assists customers effectively by solving customer disputes
- Discusses products offered and ensures customer satisfaction

MAHINDRA & MAHINDRA FINANCE LTD, KANHANGAD INDIA

MAY 2014 - FEB 2015

RECOVERY OFFICER

- Contacting debtors, to arrange debt pay offs, keeping accurate records and reporting on collection activities,
- Update account status records and collection efforts, reports on collection activity and accounts receivable status

CAREER CAFE CORPORATE SOLUTIONS LTD, KANHANGAD INDIA

JUNE 2010 - JUNE 2011

OFFICE ASSISTANT

- Facilitate discussion with the client to elaborate on the areas of proposed improvements,
- Define the problem consiselyand hypothesize the proposed solution,
- Perform quantitative and qualitative analysis to drive the proposed solution

EDUCATION

Mangalore University

MBA FINANCE

First class

Annamalai University

BCA

First class

SKILLS

Problem solving • Decision making • Team building

INTERESTS

Sports • Travelling

ACTIVITIES

Watching documentaries and sports over the weekends

LANGUAGES

ENGLISH • HINDI • MALAYALAM • TAMIL • ARABIC

ADDITIONAL INFORMATION

Visa Status : Visit visa valid until 10-08-2022

MY CUSTOM SECTION

Declaration:

I here by declare that the above information is true to my knowledge

Place:Dubai

Date: