

BIJU KRISHNAN

PROFILE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and attain my career targets in the progress

ACTIVITIES AND INTERESTS

- Surfing
- Scuba diving
- Snorkeling
- vlog
- Travel
- Great food

KEY SKILLS

- Tally ERP 9
- Verbal and written communication, presentation, and public speaking
- Abilities to prioritize tasks and meet deadlines
- Staff training & coaching
- Operating System: Windows, Linux
- Quality assurance
- Analytical thinking, troubleshooting, decision-making

WORK EXPERIENCE

Accountant

Stew & Jones Accountings | India
July 2018- Sep 2018

Responsibilities: Internal Audit, External Audit, VAT returns, VAT refunds in Dubai based Auditing Company

Customer Representative Management

B2C Global Solution Private Limited | India
2018 – 2021

Responsibilities: Work with clients to define the scope of a project. Managing large amounts of inbound and outbound calls in a timely manner, following call center "scripts" when handling different topics, identifying customers' needs, clarify information, research every issue and providing solutions, and meet personal/team qualitative and quantitative targets

Cashier \ Sales Assistant

ENOC | Dubai
2021-Current

Responsibilities: Manage transactions with customers using cash registers, Scan goods and ensure pricing is accurate, collect payments whether in cash or credit, check invoices, Issue receipts, refunds

EDUCATION

Bachelor Of Commerce

Noorul Islam College of Arts & Science
April 2016