NOBIN P J

**11/957 B, Perumpally house,**

 **Jubilee Nagar,Ernakulum Dist., Kerala – 682001**

**Telephone: +91 9746605056(Indian),**

 **Email: nobinpjohn8@gmail.com**

Professional Profile

*A dedicated and results-drivenexecutive with a successful background in the achievement of extended growth in service sector. Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. Enjoys being part of, as well as managing, motivating and training, and thrives in highly pressurised and challenging working environments.*

Career Summary

**2011-2014 Wipro Infotech**

 **Logistics Executive – Service**

* Handling forward logistics
* Store keeping
* Store management and auditing
* Logistics executive for RMA spares (AOC) under Wipro
* Material Shipment based on customer ETA, tracking delivery, coordinating with engineer and customer.
* Tracking the defective collection and coordination with HO and principle vendor for problematic casesCall closure tracking, ETA fixing for defective collection and coordination with customer.
* Material inwarding , part #, SO verification

Reference: Sajeev Kumar : sajeev.kumar@wipro.com

 Jayakumar :jayakumar.purushothaman@wipro.com

**2008–2009 Blue Dart**

 **Operations / Customer support**

* Operations Executive
* Help desk Co-ordination
* Customer supporting for better relations

Reference: Santhosh: www.santhoshk.bluedart.com

**2007–2008 Cyril’s Bank & Cyril’s Jewellers**

 **Sales Executive / Office boy**

* Sales Executive
* Co-ordination with Banks
* Customer supporting for better relations
* File locator on hard copy files

Reference:Augustus Cyril:[www.cyrilsbankers](http://www.cyrilsbankers).com

Education and Qualifications

**Academic Qualifications**

**Year Institution/University**

**2016 CHESTER UNIVERSITY MBA in general**

**2016 ASBM MBA in logistics (Doing in distance education)**

**2014 PIXEL COLLEGE H R Training**

**2014 THIRUVALLUVAR UNIVERSITY B.com**

**2011 WIPRO INFOTCH SAP& Code of Business Conduct**

**2011 G – TECH DIFA (IAB, Diploma** in Indian and foreign accounting)

**2010 NIOS (National Institute of Open School) +2**

**2007 E.M.Govt. Higher Secondary School SSLC**

Professional Development

|  |  |
| --- | --- |
| * Management Development Programme
 | * Effective Man Management
 |
| * Creativity
 | * Team Building
 |
| * Presentation Skills
 | * Human Resource Management
 |

* Payroll Management

IT Skills

* Word, Excel, PowerPoint, Internet, Email, SAP, ERP, Tally, Dackese,
* Diploma in Indian and foreign accounting (DIFA)
* To know hardware & networking
* BPO

Personal Details

Age & Date of Birth 24yrs., 15/01/1992

Father’s Name P.J. John

Languages known English, Malayalam, Hindi, Tamil

Passport no. K5081961

References Are Available On Request

Declaration

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

**Place: Kochi**

**Date: Nobin P J**