

Curriculum Vitae

ABIN KURIAN

Kanjampurathu (H)
Perumballoor P.O,
Muvattupuzha, Kerala,
Pin: 686673, India.
Mobile: +973-35464093
+973-66962151



Email : abin558@gmail.com

Skype ID : abin558@gmail.com

Skype Name: Abin Kurian

CAREER OBJECTIVE

Seeking a quality and dynamic business environment where my knowledge can be shared and enriched, and I am ready to take any challenge that demands Smart work, Sincerity and intelligence.

PERSONAL DETAILS

Name : Abin Kurian
Gender : Male
Date of Birth : 02/02/1991
Father's Name : KV Kurian
Mother's Name : Valsa Kurian
Marital Status : Married
Wife Name : Anjana Shaji
Language Known : English, Hindi, Malayalam
Religion : Christian Syrian Catholic
Nationality : Indian
Profession : Master of Business Administration

PASSPORT DETAILS

Passport No. : T0905293
Date of Issue : 28/11/2019
Date of Expiry : 27/11/2029
Place of Issue : COCHIN

ACADEMIC QUALIFICATIONS

Qualification	Year	Institute	University / Board
S.S.L.C	2006	ST.MARY'S H.S.S ARAKUZHA	Board of Public Examination
Plus Two	2009	CARMEL COLLEGE, MANDAMARI , ANDHRAPREDESH	Board of Intermediate Examination

PROFESSTIONAL QUALIFICATION

Qualification	Institution	Name of University	Year
➤ Msater of Business Administration (MBA) (full-time study)	Viswajyothi College of Engineering & Technology (VJCET) Vazhakulam	Mahatma Gandhi University, Kottayam	2012-2014
➤ Bachelor of Commerce (full-time study)	Santhigiri College of Computer Sciences, Thodupuzha	Mahatma Gandhi University, Kottayam	2009-2012

Employment History

Junior Account-ant (sales)	House of Uniforms , Salmaniya , Bahrain	Currently Working from 2016
Sales Engineer	Terex Equipment pvt.Ltd. India	From 01-12-2014 To 02-06-2016

Key Skills

TALLY ACCOUNTING SOFTWARE	'5' Soft Accounting Computer Education	March 2011
PRACTICAL ACCOUNTING & TAXES	Tax Study Centre	January 2011

JOB RESPONSIBILITIES:

- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
- Enters price changes by referring to price sheets and special sale bulletins.
- Discounts purchases by redeeming coupons.
- Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers.
- Helping the ware house manager during inventory counting
- Verifies credit acceptance by reviewing and recording driver's license number; operating credit card authorization system.
- Balances cash drawer by counting cash at beginning and end of work shift
- Provides pricing information by answering questions.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Identifies current and future customer service requirements by establishing

personal rapport with potential and actual customers.

- Establishes new accounts and services accounts by identifying potential customers; planning and organizing sales call schedule.
- Prepares cost estimates by studying blueprints, plans, and related customer documents; consulting with engineers, architects, and other professional and technical personnel.
- Gains customer acceptance by explaining or demonstrating cost reductions and operations improvements.
- Submits orders by conferring with technical support staff; costing engineering changes.
- Develops customer's staff by providing technical information and training.
- Contributes to team effort by accomplishing related results as needed.

Interpersonal Relationship

- Expert in communication.
- Very good listener.
- Maintain a professional relationship with clients and other professionals.
- Can communicate effectively.

Intra-Professional Relationship and Improve Quality of Care

Maintain good rapport with all members in the team.

Computing Skills

Know to use computer for various activities.

Interests

- Ready to accept challenges in working areas.
- In- service educational programs.
- Attending seminars.
- Anything which contribute to professional development.

References

Mr. Shaju Mathew (Operation Manager)

Mob: +973-39140964

Ms. Jiby Shaju (Accountant)

Mob: +973-36432677

Email [Id: jibyshaju@gmail.com](mailto:jibyshaju@gmail.com)

Declaration

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

**ABIN
KURIAN**

Place: Manama

