

Mr. Navish.N.N.

Neervettickal House,
Marangattupilly P.O.
Andoor, PIN – 686635,
Kottayam Dt.,Kerala, India.
Phone: 0091-9495826067
0091-9656580214



E-mail:navishnn@gmail.com

CAREER OBJECTIVE

To be associated with a progressive organization that gives me scope to update my knowledge and skills and be part of team, that dynamically works towards growth of organization and to gain satisfaction thereof.

CURRENTLY WORKING

Currently working as Sales Coordinator (Accessories) in MK Motors from 20th November 2019 onwards.

WORK EXPERIENCE

01-11-2016to 31.08.2019

M/s.Vision Motors Pvt Ltd(Honda Dealership) as a –
Sr.Sales Consultant – Accessories Sales

Nature of work Profile

- Coordinate with Clusters Branches to improve Sales
- Improve Sales Figures
- Arrange all required parts to Cluster Branches
- Maintain Sales Reports
- Meet Customers to take Accessory Orders
- Order Preparation
- Customer Handling

19-07-2015 to 30-04.2016

Heavy Engineering Industries & Shipbuilding Co.K.S.C(**HEISCO**),Kuwait.
Technical Assistant For Mina Al-Ahmadi Oil Refinery
(Kuwait National Petroleum Company)

01-03-2010 -10-07-2015

Popular Vehicles and Services Ltd, Kottayam, Kerala
Sr.Spare Parts Executive –Accessories.

Nature of work Profile

- Purchase of Spares, General Consumables and Packing Material
- Correspondence with various vendors and suppliers
- Maintaining minimum inventory levels of critical Accessories
- Issue of material

01-07-2008 to 31-01-2010

Reliable International Automotive LLC (Saud Bahwan Group), Muscat as a
Commercial Assistant

Nature of work Profile

- Parts Pricing & Master Creation
- PNA details Maintenance(Service)
- PNA Reports to PPO Section and Filing
- Part Master Uploading from Distributor.
- Usage of Electronic Parts Catalogue (EPC)

17-01-2006 to 14-06-2008

Popular Vehicles and Services Ltd(Suzuki Dealership), Kottayam
Accessory Executive

Jan 2001 to Dec 2002

BENZ Automobiles Pvt. Ltd., Trivandrum Branch

EDP Assistant

Nature of work Profile

- MIS Report Generation & Stock Transfer Reports.
- Stock Clearance Entry.
- Cash & Bank book Entry.
- Sales Report Generation.
- Customer Outstanding Maintenance.
- Journal, Purchase & Petty cash book entries.
- E – Mail Processing.
- Data Backups.

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SPECIAL SKILLS/ABILITIES

- Taking responsibility for the shape and motion of carrier
- Ability to make good professional relationships
- Networking and collaborating with other professionals

EDUCATION

1996-1999	Deva Matha College, Kuravilangadu under M G University, Kerala B A Economics
1994-1996	Deva Matha College, Kuravilangadu under M G University, Kerala Pre Degree Course
1994 march	St. Thomas H S Marangattupilly under Board of Public Examination, Kerala

TRAINING ATTENDED

- Multi link Management. Consultants Pvt. Ltd., New Delhi Branch
Trainee Documentation Officer [Sep-2005 to Sep 2006]

INTERESTS/ACTIVITIES

National Cadets Corps –Sergeant

- Annual Training Camps.
- Army Attachment Camps at MLIRC, Belgaum.
- National Integration Camps at Cherthala, Kerala.

ADDITIONAL QUALIFICATION

- Higher Diploma in Software Engineering (HDSE) from APTECH COMPUTER EDUCATION, Trivandrum Centre, Kerala.

PERSONNEL

Father's Name	: Mr. N.K Narayanan
Date of Birth	: 15 th May 1979
Sex	: Male
Status	: Married
Passport No.	: E – 6316343
Languages Known	: Malayalam, Hindi & English.

DECLARATION

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. I understand and agree that misrepresentation, falsification or omission of material facts if found incorrect at any stage my appointment is liable to be cancelled/ terminated, if appointed.

Pala
Date:

Mr. Navish N N
