

Robin Xavier

Sales/Accounting/Administrative Executive



Worked for sun pharma. Not currently working at any company. Humbly seeking job suits to my qualification revealing the carrier gap wouldn't affect performance. I am patient, honest, and well-disciplined candidate. Thank you.

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📍 Pallippambil, Thumpoly p.o, Near Thumpoly church, alappuzha 688008, Alappuzha, India

EDUCATION

BSc Mathematics/statistics/c & python computer programming

SD College alappuzha

04/2011 – 04/2014

Alappuzha, Kerala

Courses

- Maths, statistics, physics, computer programming c & python

Higher secondary

Gov Aryad Vhss Alappuzha

03/2009 – 04/2011

Alappuzha

Courses

- Biology Science

WORK EXPERIENCE

Sales/Accounting/Administrative Executive Kottayam, Kerala

10/2015 – 07/2017

Kottayam, Kerala

manufactures and sells pharmaceutical formulations and active pharmaceutical ingredients

Achievements/Tasks

- Area managing, study customer & market, customer relations & product promotion. Administrative work including paper works, clerical works, computerized data collection, analysis & interpretation. Day to day Scientific awareness building. Act as a key agent to ensure company offers reach to clients.

SKILLS

Tally software accounting

Basic programming knowledge

mathematics subject expert

Information Technology fundamentals

MS office

linux & windows Operating system knowledge

creative writing include scientific & literature

creative content writing

web analytics

Basic investment knowledge/stock market

fincance

banking awareness

sales

Typing speed of minimum 40 words

Both handed technical typing

Ability to grasp science faster

Ability to correlate multi facet reality

CERTIFICATES

Tally pro (10/2017 – 05/2018)

Tally software assisted accounting & accounting vouchers in tally

Certificate in Information Technology (05/2013 – 12/2013)

IT fundamentals including excellent general awareness of software and hardware.

Basic PHP & MySQL Certification (11/2014 – 12/2014)

Basic knowledge of php and mysql.

ASAP training certification (05/2014 – 06/2014)

ASAP offers varied skill sets to the Skill course.

LANGUAGES

English

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency