



## **BIBIN T ANTONY**

### **Personal Data**

- **Father's Name:** Mr. ANTONY
- **Nationality:** INDIAN
- **Marital Status:** Single
- **Date of Birth:** 24.8.1989
- **Sex:** Male
- **Mobile:** +91 9645233364  
+91 9074951515
- **Email:** kmlbibin@gmail.com
- **Languages Known:** English, Hindi, Tamil And Malayalam
- **Hobbies:** Updating Technical knowledge, developing new ideas, Photography, playing games, swimming
- **Permanent Address:**  
Thakidiyil(H)  
Vilamana  
Iritty Po 670703.
- **Passport No.:** J 4890103
- **Driving License, No:** B 5072470

### **Headline:**

Master in Business Administration, Specialized in Finance & Marketing-  
Four year Work experience as General Admin & Operations.

### **Career Objective:**

To secure a challenging position with a well-established organization with a stable environment and enable me to utilize and expose my strong organizational skills that will lead to a lasting relationship for the well-being of the organization

### **Technical Profile:**

#### ⊕ **PROFILE SUMMARY**

- **Operations.**
- **Purchasing.**
- **Brand Management.**
- **Sales co- ordination.**
- **General Administration**
- **S C M**

#### ⊕ **Software Packages:**

- **Microsoft Office including Word, Excel, PowerPoint etc.**
- **Photoshop cs5**

### **Work Experience**

- ⊕ **Operation In- Charge** at KM oil industries Pvt Ltd (1-3-2017 to Present.
  - Distribution of Goods & Factory Layout, Implementation of new policies and procedures relating to production & shipment.
  - Over seeing Inventory.
  - Purchase Management.
  - Manage & assist S C M activities.
  - Managing a Sales force.
  - Private Labelling.
  - Bring out the best branches personnel by providing Training, Coaching, Development & Motivation.
- ⊕ **Operation Executive** at PAPRIKA. WEAR (2013 to 2015)
  - Coordinate and supervision of different department.
  - Coordinate and monitor the work of various department involved in Production, Warehousing, Distribution etc.
  - Execute the the events & Programs.
  - Assist the business promotion activates.
  - Purchasing.
- ⊕ **Admin Executive** at SUVASTRA INDIA (2010 to 2011)
  - Maintain the documents records
  - Maintain the personal file of employees, Give general information to customers& Public.
  - Responsible for maintain the records of inventory.
  - Assist the Admin Head , Planning and executing the functions ,events, Programs etc.

## Technical Skills

- ⊕ Microsoft Application – Excel, word, Power point etc.
- ⊕ Tally
- ⊕ Bizom 2.

## SUMMER INTERNSHIP

- ⊕ Conduct Organizational Study at **EASTERN CONDEMENTS** on “To understand the strategies and plans for the daily operations in a firm”

## Academic Projects

### MBA

Major Project Title: - INVENTORY MANAGEMENT & CONTROL (@ CAMCO , MANGLORE.)  
“To identify the Order quantity, Production time, Inventory function, Storage and security systems.”

## Academic Credentials


Course	Board/University	Institution	Year	% or CGPA
Master In Business Administration.	Kannur University.	Vimal Jyothi Institute of Management & Research.	2013	70%
B. com.	Kannur University	Don Bosco Arts & Science Collage, Angadikadav.	2010	64%
Plus two (Commerce)	Kerala , Higher Secondary.	St:Sebastains H S S Velimanam.	2010	78%
SSLC	Kerala, General Education Department.	St: Marys HSS Edoor.	2008	70%

## DECLARATION

I hereby declare that the above information is true to the best of my knowledge and I shall be held responsible for the correctness of the above-mentioned particulars.

Place: Kannur

Date: 11.6.2020



**Bibin Antony.**