

**Personal** 

Name BAREESH MAYOOR MOHANAN Address

MAYOOR HOUSE 680569 THRISSUR

**Phone number** +971 58 875 0785

Email barisharu@gmail.com

Date of birth

12-05-1982

Place of birth KERALA

Gender Male

Nationality INDIAN

#### Passport details

Passport no. : K 5079756

Place of Issue : Cochin

Date of Issue : 03-10-2012

Date of exppiry : 02-10-2022

Visa Status: On Visit

## Languages

English, Hindi

# BAREESH MAYOOR MOHANAN

A highly motivated and enthusiastic individual with around 16 years experience in Administration, Marketing with good communication skill, handling clients with utmost ease, Multitasking abilities. A team-player who is recognized for providing exceptional customer service. Looking for a great opportunity in a reputed company

#### Work experience

Managing Partner
Bari's Travel Cab (JB CABS), Thrissur
Client: Byjus Learning App, Thrissur

Feb 2018 - Present

- Handing cab service for Byjus Learning App.
- Arrange around 40-50 cars per day.
- Maintain proper accounts.
- Preparation of monthly reports on sales, cash inflow and outflow.
- Regular meet up with clients for the confirmation of service and payments

# Service Admin (IBM MAXIMO & DELITE)

John's Honda Cars

2016 August - 2017 April

- Monitor every service request that have been done
- Assign job to service dept.
- Verify very work order that have been closed on time

2014 February – 2014 October

# Accountants & Administration Jawhart Al Hajri Trading L L C

Handle the accounts of GRP Resource L L C and Jawhart Al Hajri Trading L L C

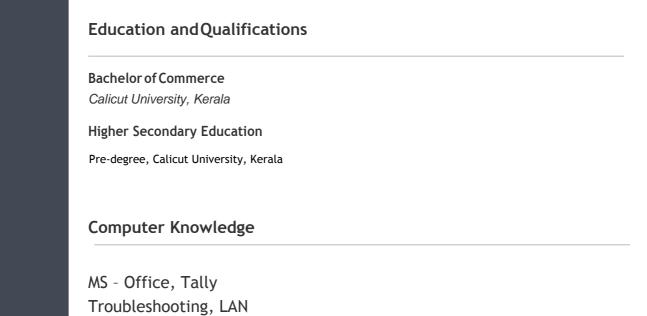
- Verification every bank transactions
- Forecasting of the budget for every month
- Inventory reports
- Daily Credit and Debit payment follow up with the dealers and clients

#### **SALES EXECUTIVE**

Feb 2006 - Aug 2014

#### PSS FRUITS, Thrissur

- Organize orders from customers
- Deliver goods to Customer
- Collect Cash and feedback from customer
- Maintaining good relationship with customers and find out new customers
- Have to prepare daily report and monitor the cash transactions



# References

Produce on request

## **Skills**

Passed Communicative English course from **Trinity College of London** 

#### **DECLARATION**

I, hereby, declare that, all my above said details are true to the best of my knowledge and belief.

BAREESH MAYOOR MOHANAN