



ABOUT ME

To enhance my professional skills in a dynamic and stable workplace in order to efficiently contribute my skills and abilities to create a difference and strive towards the success of the organization.

WORK EXPERIENCE

03/05/2024 – CURRENT Bangalore, India

Operations manager PRP Group

- maintenance of computers
- relations with suppliers
- coaching a new employees
- recruiting new employees
- coordinating events

15/12/2020 – 16/05/2022 Thrissur, India

Relationship Officer Muthoot Microfin Ltd

- Performed as customer relationship officer, settling customer disputes, and answering queries and concerns promptly.
- Build and maintain strong relationships with clients and customer confidence, ensuring that their needs are met utilizing strong interpersonal communication and problem-solving skills.
- Explored new business opportunities, and management of loan-related queries.
- Proactively manage client accounts, identifying and addressing potential problems.
- Coordinate and communicate with the internal team to ensure client satisfaction.
- Interaction with departments to resolve client complaints & disputes, and provide feedback and suggestions to improve the overall customer experience

03/06/2019 – 30/01/2021 Thrissur, India

Office Administrator A Square Business Associates

EDUCATION AND TRAINING

06/06/2022 – 12/12/2022 Ernakulam, India

SAP FICO, SAP MM, TALLY PRIME, MS OFFICE, QUICKBOOKS, DUBAI/UAE/GCC VAT & GST TRAINING PROGRAM ACCOUNTANT SERVICE SOCIETY

Website www.tallyeducation.com

15/06/2016 – 28/03/2019 Kozhikode, India

B.com Computer Application Calicut University

Website <https://uoc.ac.in/>

08/06/2014 – 30/03/2016 Thrissur, India

Plus Two Kerala board of higher secondary education

Website <http://www.dhsekerala.gov.in/>

11/06/2013 – 27/03/2014 Thrissur, India

SSLC Kerala State Government

Website <https://pareekshabhavan.kerala.gov.in/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Malayalam


Marshal Varghese

Date of birth: 30/06/1998

Nationality: Indian


Gender: Male

CONTACT

 Manjaly Achandy (H),
Annalloor P.O, Chalakudy
(India), Annalloor, 680731
680731 Chalakudy, India
(Home)

 marshalvarghese81118@gmail.com

 (+91) 8111801025

 https://www.linkedin.com/in/marshalvarghese?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3B2u%2FSNIKsS3W%2FxDwrDKHxA%3D%3D

Other language(s):

English

Listening C1

Reading C1

Writing C1

Spoken production C1

Spoken interaction C1

Hindi

Listening A1

Spoken interaction A1

Reading A1

Writing A1

Tamil

Listening A1

Spoken interaction A1

Spoken production A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Tally ERP 9 with GST Compatibility | Microsoft Office | Outlook | Microsoft Word | Microsoft Powerpoint | Tally prime | SAP FICO