



Nibin P Mathew

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Objective

Results-oriented Representative with a proven track record of exceeding client expectations for over 2 years. Committed to lifelong learning with proven reliability, integrity, creativity, and work ethics. Seeking challenges to utilize the expertise and contribute to measurable outcomes.

Experience

- Concentrix Daksh India Pvt. Ltd.** 19/07/2022 - 05/10/2024
Senior Representatives Operations
Tasks
 - Handling Payment gateway service with collecting all details of merchant
 - Business through related documents to process with account activation.
 - Pre-On boarding and Post On-boarding merchant queries through voice and non voice process.
 - Granting access for the international payments as per the merchants request.
 - Handling suspension, rejecting and activation of merchant accounts
 - Minimizing the chance of Risk Management
- OMR Exports** 15/03/2020 - 28/02/2022
Logistics Supervisor & Storekeeper
 - Making Enquiry and Routes for the demanded items from Clients.
 - Purchase of list of items as per the client requirements.
 - Preparation of Cargo documents.
 - Providing guidelines and assign duties to the staffs.
- NTC LOGISTICS India Pvt. Ltd** 2018 - 2019
Fleet Executive
 - Need to maintain Consignment records and mailing the consignee for payment orders.
 - Solving of consignment issues
 - Allocation of drivers for various locations and tracking daily basis.
- Q Mark Trading and contracting Co. Qatar** 2017 - 2018
Junior Accountant
 - Data Entry Record keeping
 - Processing invoices and payments

Education

- Don Bosco Arts and Science College** 2013-2016
B. Com Computer Applications

Skills

- Attention to detail
- Customer Service
- Quality assurance
- Digital Literacy
- Statistical Analysis

Achievements & Awards

- Recognized as Top Performer in processing
- Received Extra mile award for good Quality and and Production

Languages

- English

- Hindi
- Malayalam
- Tamil

Personal Details

- Date of Birth : 13/09/1994
- Marital Status : Married
- Nationality : Indian
- Gender : Male

Software Knowledge

- MS Excel, Power Point, Outlook, Zoho, QuickBooks

Visa Status

- Valid Qatar ID and NOC

(Driving License under processing)