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| **Neethu**  **Date Of Birth:**  19/10/1987  **Nationality:**  Indian.  **Marital Status:**  Married  **Visa status:**  Visit Visa  **Hobbies**  Traveling  cooking  Listening music | |  | | --- | | CURRICULUM VITAE  [Neethu.155390@2freemail.com](mailto:Neethu.155390@2freemail.com) |   **OBJECTIVE**  To continue my desire to grow as a person, learn new things as well as enhancing my capability to work and to enhance my professional skills in a dynamic and stable workplace  **WORKING EXPERIENCE**  **Admin Assistant in Ashok Leyland Ltd Cochin, Kerala, India .**  **From 2016 August 1 st to 2017 June 1st .**  Job Description:   * Acting as a first point of contact, dealing with phone calls with 15 branches . * Attending meeting with Head Sales, Senior Managers And Sales Executives of 15 branches. * Managing databases and filing systems. * Typing, compiling and preparing reports, presentations for Head Sales. * Assisting in everything from administration. * Liaising with suppliers and other staff. * Booking and arranging travel, transport and accommodation for Managers.   **Receptionist/Operation Associate in Sundaram Finance Ltd Cochin, Kerala ,India**  **From 2014 April 4th to 2016 July 31st.**  Job Description:   * Serve visitors and client by greeting, welcoming, directing them appropriately. Handling 72 branches. Co-ordinate branches with Cochin RO & Chennai CO * Answer, screen and forward any incoming phone calls while providing basic information when needed. * Receive and sort daily mail/deliveries/couriers. * Liaising with clients and suppliers and other staff. * Giving primary training to New Joiners for the products, Data entry etc. * Performing in counters as a Cashier for collecting cash from customers daily and deposit into Bank Of Sundaram Finance Ltd Account. (EMI of Vehicle Loans ,Insurance premium of Vehicles ,Life Insurance Policies) * Collecting Daily sales figures by tele calling of all branches from Zonal branches and Analysis with MIS send it to Zonal and Cluster Managers. Preparation of monthly wise statements. * Selling of Life Insurance Policies, Health Insurance, Mutual Funds, Vehicle Insurance and Motor Insurance. * Maintain Policy papers of the customers. Follow up the customers from the date of expiry of the Insurance Policies. Arrange executives to collect the payments. * Verifying documents fill the application and send to Head office for getting approval for new vehicle loans. * Perform other clerical receptionist duties such as filing, photocopying & etc. * Responsible for Monthly Financial Reports and Financial Statements from soft services (Petty cash Handling.) * Preparing Petty cash and send to Head office.   **Customer care Executive in First Source Solutions Ltd Cochin, Kerala. India.**  **From 2012 March 1 st to 2014 March 30th.**  Job Description:   * Manage large amounts of inbound and outbound calls in a timely manner * Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives * Keep records of all conversations in our call center database in a comprehensible way   **Data Entry/Quality Analyst in Affiliated Computer Service (Xerox)**  **Kerala, India.**  **From 2009 December 9th to 2012 January 12th.**  Job Description:   * Entering data’s of Medical Insurance Claims in a special software of US .Respond to queries for information and access relevant files. * Undertake general administrative duties including: General word processing, Filing, copying and faxing, Collection and distribution of minutes, reports and other documents, dealing with incoming and outgoing mail and general emails. * Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed. * Provide administrative support for matters relating to the premises and operations insurance and transport. * Insert customer and account data by inputting test based and numerical information from source documents within time limits. * Review data for deficiencies or errors, correct any incompatibilities if possible and check output. Keep Information confidential.   **Educational Background**   * Bachelor of English Literature from M K University. * Diploma in Computer Application from SITD Govt Of Kerala. * Computer Teacher Training Course from SITD Govt of Kerala.   Personal Skills   * Knowledge about variety of software such as Microsoft Office (Word, Excel, Power Point, Outlook etc.) * Typing skills. * Positive attitude and Excellent communication skills * Ability to work on my own and as part of a team. * Interpersonal and relationship building skills * Flexible [team player](http://talentegg.ca/incubator/2013/11/15/the-4-personality-types-of-the-dream-team/)   **Declaration:**  I hereby declare that the above mentioned facts are true to the best of my understanding and belief.  DUBAI Neethu |