|  |  |  |
| --- | --- | --- |
|  **Neethu** **Date Of Birth:**19/10/1987**Nationality:**Indian.**Marital Status:**Married**Visa status:**Visit Visa**Hobbies**Traveling cooking Listening music |

|  |
| --- |
|  CURRICULUM VITAENeethu.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 |