**Gulfjobseeker.com CV No:** **1130028**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

 **RESUME**

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| **OBJECTIVE** |

To work with people and a company that will give me a chance to share my knowledge and experiences professionally and personally. To gain additional knowledge and face new challenges in a new or a familiar field and to enhance my potentials and my well being as a person.

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| **PROFESSIONAL STRENGTH** |

* Good ability to learn, work and advance in a fast paced busy work environment.
* Have good problem solving, coordination and analytical skills.
* Young, energetic and enthusiastic who can work under pressure and meet deadlines.
* A good team player and a quick learner.
* Have great attention to details.

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| **CAREER SCAN** |

* **School : ST THOMAS ENGLISH MEDIUM(CBSE)**

**Place : Palakkad (Kerala)**

**Designation : Teacher**

**Tenure : 2011 to 2013**

**NATURE OF WORK**

* Attending phone calls and providing the customers / Parents with our products and answering their inquires.
* Welcoming and Handling Wake in customers / Parents.
* Provide administrative support to the office.
* Receive and process incoming & outgoing mails.
* Communicate with customer through a Varity of means-by telephone; by email, fax, or regular mail correspondence; or in person.
* Interact with customers / Parents to provide information in response to inquiries about the services and to handle and resolve complaints.
* Filing and keeping records for all the admin paper work .

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| **EDUCATION & COMPUTER SKILLS** |

* **BA (Calicut university)**
* **MS Office and PDCFA (Professional Diploma in Computerized Financial Accounting)**

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| **PERSONAL DETAILS** |

**Nationality : Indian**

**Sex : Female**

**Date of birth : 22/07/1991**

**Marital status : Married**

**Languages Known : English, Hindi, and Malayalam**