

Whats app Mobile:+971504753686

Gulfjobseeker.com CV No:1566282

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**PERSONAL PROFILE**

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| Date of birth | 01.08.1991 |
| Gender | Male |
| Language known | English, Malayalam, Tamil,Hindi |
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**PROFESSIONAL**

* ***Tally ERP 9.0***
* ***SALES & CUSTOMER SERVICE***

**PERSONAL SKILL**

* *Numerate*
* *Investigative*
* *Pro-active problem solver*

**IT SKILLS**

* *MS Office Package*
* *OS – Windows, Mac*
* *Good Typing*

*CURRICULAM VITAE*

**CAREER OBJECTIVE**

Seeking for a job to start career in a well-settled and highly professional organization. Ability to grab career advancement through large efforts and innovative work techniques.

**WORK EXPERIENCE**

**K.E AGRO PRODUCTS PVT LTD**.

**SALES EXECUTIVE (2011-2012)**

**FINVENT FINANCE AND INVESTMENT PVT LTD.**

**CUSTOMER SERVICE AND ADMIN EXECUTIVE**

**Present – JUNE 2014**

***Duties***

* Communicating with customer regarding financial data
* Face to face talk regarding finance and insurance
* Verification and correction of data regarding finance
* Giving customer satisfaction at the best
* Individual correcting and signing all the document
* Immediate document transaction with manager
* Informing customer regarding loan sanction
* Promoting and advertising loan data
* Organizing and attending events such as exhibitions and meetings

**KEY SKILLS AND COMPETENCIES**

* *Understanding and knowing the customer*
* *Knowledge of customer relationship & Sales activites.*
* *Experience in using major financial,sales and customer relationship activities*

**ACADEMIC QUALIFICATIONS**

***MBA (Marketing,Finance)***

***M.G University 2012-2014***

***B.Com (Corporation)***

***M.G University 2009 - 2012***