**JISHA S RAJU**

**Objective**

With my determination combined with dedication I would like to be the best out of the best in terms of executing my duties and seeking a challenging position to utilize my skills and abilities in international work environments that offers professional growth while being resourceful, innovative and flexible.

Work summery

Presently Working as, a **Clerk** in Al Bakheet General Transport Est. Dubai, UAE.

* **Technician**

 Karunya Eye Hospital Adoor, Kerala, India

 2010 Feb to Dec 2014

* **Policy Agent**

 Bajaj Alliance Life Insurance Adoor, Kerala India

 2009 June to 2010 Jan

* **Customer Care Executive**

 Idea Cellular Network in Kundara, Kerala, India

 2008 Jan 2008 June

Role and Responsibilities

* Answering phones calls, filing, data processing faxing, envelope stuffing and mailing, message delivery, running errands, sorting incoming mail and much more.

Academic qualification

 2005 - 2006: HIGH SCHOOL BOARD OF EXAMINATION.

 2006 - 2008: +2 HIGHER SECONDARY EDUCATION.

Computer Skills

MS Office, MS Word, Tally

Skills

* Outstanding communication and interpersonal skills
* Excellent time management and organizational skills
* Persuasive, emphatic with good problem solving skills
* Good knowledge of Microsoft Office and Tally
* Ability to deal with external and internal customer support in a professional manner
* Quick learner, detail oriented and ability to adapt to new processes in limited time frame
* Multi-tasking skills and ability to work under pressure

**Personal Details.**

Date of birth : 04/May/1990

Sex : Female

Religion& Caste : Christian

 Marital Status : Single

Nationality : Indian

**Job Seeker First Name / CV No: 1818432**

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