

**LEENA**

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#### OBJECTIVE:

Pursue a job in an esteem organization to prove my skills with a challenging and regardingcareer inanyfield,andtobecomeanassettotheorganization.Iam confidentthatIcanfitintoa challenging job where I can explore all my skills.

# SKILLS:

* Good organizing skills.
* Excellent communication and writing skills.
* Excellent ability to work with numbers.
* Excellent time management skills.
* Proficient with computer literate such as COPA (Computer Operator andProgramming Assistant),ADCA(AdvancedDiplomainComputerApplication),MSofficeandInternet.

# WORK EXPERIENCE: (UAE)

## CHICAGO MAINTENANCE AND CONSTRUCTION CO.LLC,Dubai

**Designation: Sales Promoter– 2years**

**Job Profile andResponsibility:**

* I was working as a support staff in GEMS EducationDubai.
* Coordinates a variety of programs and/or activities for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
* Ensuring a safe working environment and the availability of items within a specific time frame.
* Perform other related duties as requested by Admin Team in theschool.

## POPULAR AUTOMOBILES

### **Reception and sales section in Kerala- 1 year**

* + Answer phone and respond to customer requests
  + Replying with the emails
  + Check the schedule of the manager in daily activities
  + Prepare all the documents needed for the meeting
  + Printing and Xerox any memo given by the manager
  + Provide customers with product and service information
  + Upsell products and services
  + Follow up on customer inquiries that not immediately resolved.

## ARBRO PHARMACEUTICALS, DELHI

### **Sales Promoter - 1year**

* + Answer phone and respond to customer requests
  + Replying with the emails
  + Schedule of meeting arrangement
  + Check the schedule of the manager in daily activities
  + Prepare all the documents needed for the meeting
  + Provide customers with product and service information
  + Follow up on customer inquiries and immediately resolved

# Computer Skills:

* Good experienced in MS Office Suite (ADCA, MS office andInternet.)

# Educational Qualifications:

* S.S.L.C
* PlusTwo
* Fashion designing diploma.
* Computer operator andprograming assistant (co& pa) NCVT DOACC Certificate.
* Financial Accounting Diploma
* DTP,BCA, ICSI {CS} (continue…)
* StudyingIELTS.

# LanguageSkills:

|  |  |
| --- | --- |
| Speak | : English, Hindi and Malayalam |
| Read and Write | : English, Malayalam and Hindi |

# PersonalData:

|  |  |
| --- | --- |
| Gender | : Female |
| Date of birth | : 30-05-1983 |
| Nationality | : Indian |
| Marital status | : Married |
| Religion | : Hindu |

# PassportDetails:

|  |  |
| --- | --- |
| Date of Issue | : 21-08-2012 |
| Date of Expiry | : 20-08-2022 |
| Place of issue | : Cochin |

#### Declaration:

I hereby declare that the above information is true and correct to the best of my Knowledge andbelief**. LEENA**