**CURRICULUM VITAE**

 **Ashlin**

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**SUMMARY: Experience in Administrative and Telemarketing.**

**OBJECTIVE:**

To secure suitable position requiring utilization of my knowledge, skill & experience in contributing towards the company‘s growth & objectives to work with dedication, devotion loyally to the company. Simultaneously also grow with the organization by securing more knowledge.

**Strengths**

+ Excellent Customer Service Orientation + High Level Analysis & Solutions Implementation

+ Team Spirit & Leadership Capabilities + High Sense of Commitment &Responsibility

**EDUCATIONAL QUALIFICATION**

* Currently pursuing MBA in HR from Annamalai University .( distance education )
* B.Com with Computer application from Mahatma Gandhi University, Aquinas College Kerala,
* Plus 2 (Commerce ) from Kerala board of Higher Secondary, St Sebastian H.SS Kerala, India
* 10 From Kerala board of High school, Fatima Girls H.SS Kerala, India

**COMPUTER KNOWLEDGE**

* Worked Windows (7, Vista, XP & 98),
* Internet MS Office, Excel

## PROFESSIONAL EXPERIENCE

* **Worked with Indus motors as Admin and telemarketing.**

## KEY RESPONSIBILITIES

* Updating enquiry status to relevant departments.
* Coordinating between customers, sales executives and relevant department heads.
* Preparingreports on daily enquiry status, phone calls, complaints and mailing to respective managers.
* Explaining the product or service to potential customers.
* Handling customer questions
* Scheduling appointments for sales staff to meet prospective customers
* Answering telephone calls from potential customers who are responding to advertisements.
* Recording enquiry details of new customers including reaction to the product or service offered.
* Making outbound calls with target.
* Maintaining and developing positive business relations with key personnel involved in business activity.

**PERSONAL STRENGHTS:**

* Punctuality and strong determination to succeed.
* Disciplined, dedicated, hardworking, energetic and organized.
* Ability to adopt new environment and grasp work quickly.
* Realistic and positive approach towards work and ability to work as a team.
* Ability to deal with people dramatically.

**HOBBIES & PERSONAL SKILLS**

* Music ( active participation in school levels )
* Dance ( achievements in youth festival competitions state levels )
* Pencil Drawing, craft making, fashion designing.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.