**RAHNA**

[RAHNA.365900@2freemail.com](mailto:RAHNA.365900@2freemail.com)

**CAREER OBJECTIVE**

To obtain a position in a company where I can enhance successful, challenging & exciting career while being able to dispense my maximum potential to the benefit of the organization at the same time acquiring knowledge on the road to success.

**PROFESSIONAL EXPERIENCE**

**MIS Executive**

2013-2014

**Naba Traders (I) Pvt Ltd, Kerala**

* Provide support and maintenance to existing management information systems(MIS).
* Update day to day reports such as purchase and sales in MIS software.
* Coordinating and updating with the existing micro distributors through calls and emails for regular updates and general co-ordination.
* Scheduling and coordinating business development meetings.
* Provide service level target to distributors and prepared variance reports such as forecast vs actual sale.
* To maintain records in accordance with current policies.
* Maintain confidentiality and observe data protection and associated guidelines where appropriate.
* Prepare daily reports and update the same to the manager.

**Sales** **executive**

2010-2012

**DHL Express (I) Pvt Ltd, Kannur, Kerala**

* Maintaining and developing relationships with customers via telephone calls and email. and listening to customer requirement and presenting appropriately to make a sale.
* Gathering market and customer information and negotiating the terms of an agreement and closing sales.
* Arrange meeting with potential customers to prospect for new business.
* Ensure appropriate and timely delivery of services.
* Make rapid calculations of costs to provide temporary quotations.
* Prepare sales reports by analyzing and summarizing information.
* Reviewing own sales performance, aiming to meet or exceed targets.

**Office assistant**

2009-2010

**Alhind Tours&Travels, Malappuram,kerala**

* Answering redirect general inquiries in person, by telephone or mail.
* Front office duties as well as administrative duties.
* Update and maintain databases such as mailing lists, contact lists and client information.
* Greet public and clients and direct them and giving best services.
* In the absence of other secretaries or receptionist, complete their necessary duties as delegated by office manager.

**ACADEMIC QUALIFICATION**

* Bachelor of arts in English classes from Indira Gandhi National Open University(IGNOU), SN College – Kannur -2013

**PROFESSIONAL QUALIFICATION**

* Diploma in Airport Management (Calicut Institution) Kannur –Kerala 2008-2009
* Training completed from Guiders Mission Tours and Travels, Cochin- 2009

Diploma in Travel & Tourism

Ticketing - Amadeus & Galileo

* Training completed from Calicut International Airport
* Computerized MS Office.

**PERSONAL DETAILS**

Date of birth: 22 Dec 1990

Marital Status: Married

Nationality: Indian

Languages known: English, Hindi, Tamil and Malayalam

**REFERENCES: will be furnish on demand.**