**RIJAS**

**Email:** [**rijas.379496@2freemail.com**](mailto:rijas.379496@2freemail.com)

**CAREER OBJECTIVE**

To work in a dynamic environment that provides me a wide spectrum of experience and exposure and to bring a dynamic and versatile skills at work place for serve the organization with positive attitude and efficiency.

**AREA OF EXPERTISE**

**2.7 Years of Working Experience in National Institute of Business Management (NIBM Global)** as **Business Development Executive**.

**TECHNICAL COMPETENCY**

Environment-Windows XP

Professional Software- MS Office, MS Word, Power Point

**ORGANISATIONAL EXPERIENCE**

National Institute of Business Management (NIBM Global)

Designation : Business Development Executive (From Aug 2015 – Mar 2018)

* Contact the clients over phone
* Clearing all doubts and queries through telecommunication about the product
* Customer Service & Office Administration
* Maintaining and updating client database
* Email support and Chat support, follow up with regular basis(Counseling)
* Attend reviews and meetings, 3 days in a week
* Providing management with feedback and suggestions
* Sourcing new business ventures with potential clients
* Follow up with prospective clients and closing deals.

Terumo Penpol Private Ltd.

Designation: Management Trainee

* Development of all kinds of products related to blood bags
* New Processing and Pharma Inspection
* Manufacturing of different kinds of blood bags and tubes
* Final Inspection

**ACADEMIA**

**2014 - B.Sc in Biochemistry and Industrial Microbiology (2011-2014)** from A.J College of Science and Technology, (University of Kerala) India.

**2010 - Higher Secondary Education (State Board)** from Manarul Huda Higher Secondary School, Trivandrum with 70% aggregate.

**2008 - 10th standard (CBSE)** from Kairali Vidya Bhavan , Trivandrum with 78% aggregate.

**PROJECT**

**ANALYSIS OF DIFFERENT WATER SAMPLES – A.J COLLEGE OF SCIENCE AND TECHNOLOGY (2014)**

**SEMINAR**

**EMERGING INFECTIOUS DISEASES: CAUSES, MANAGEMENT & PREVENTION –**

**DEPARTMENT OF BIOCHEMISTRY & INDUSTRIAL MICROBIOLOGY**

**GOVT. COLLEGE FOR WOMEN, TRIVANDRUM, INDIA (2013)**

**LANGUAGES KNOWN**

English, Hindi, Malayalam

**PERSONAL MINUTIAE**

Date of Birth : 26-02-1992

Nationality : Indian

Marital Status : Single

Visa Type/ Status : Visit Visa

Available to join : Immediately

DECLARATION

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