**RESUME**

**ASWANI**



**SHARJAH**

**Email:** [aswani.380322@2freemail.com](mailto:aswani.380322@2freemail.com)

**CAREER OBJECTIVE**

To work in an organization where culture of freedom and working for initiatives is ensured, facilitating my contribution through thoughts and action to the company’s vision and thus achieve self-development by playing a significant role in building the organization.

# WORK EXPERIENCE

* Worked as a **Sales Executive cum Customer Support Asst.** in Global Net Systems, Kollam, Kerala, India from September 2014 to March 2016

**RESPONSIBILITIES**

* + Customer support, inquiries and information management
  + Client’s queries and complaints.
  + Developed strong relationships with customers – maintained cordial relations with existing and new customer.
  + Maintained accounts of sales made, new orders, and customer details.
  + Submitted timely and accurate reports related to the arrival of new stock or remaining supplies in the store.
  + Provided online after sales support

# PERSONAL SKILLS

* Excellent interpersonal and communication skills.
* Optimistic and confident outlook towards life.
* Ability to identify growth, learn new things and constantly upgrade my skills.
* Ability to manage people diplomatically and tactfully
* Time management skills, teamwork and multitasking.
* Quick learning and Effective study skills.
* Fluent in English

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board / University | Year | % |
| Bachelor of Technology – IT | Kerala University | 2010- 2014 | 70% |
| HSE | Higher Secondary Board, Govt. of , Kerala | 2010 | 80% |
| SSLC | Board of Public Exams, Kerala | 2008 | 82% |

# COMPUTER PROFICIENCY:

* Windows (98/2000/XP/7)
* Having good working knowledge of Windows (OS), MS Word, MS Excel & Power Point.
* Networking
* Database : MySQL, SQL

**PERSONAL PROFILE**

Date of Birth : 20-02- 1993

Gender : Female

Nationality : Indian

Marital Status : Married

Languages Known : English, Malayalam & Hindi Hobbies : Listening Music.

Visa Status : Visiting Visa

(eligible for husband visa)

# DECLARATION

I hereby declare that all information provided by me is factual and correct to the best of my knowledge and belief.