**Kanmani**

**Email:** [kanmani.384928@2freemail.com](mailto:kanmani.384928@2freemail.com)

**OBJECTIVE**

Personable and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills enhanced by taking part in theatre activities to develop confidence and communication abilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional. anna university graduate looking for beginer level employment in a position that requires a dedicated, young and enthusiastic employee.

**Key Skills**

* Customer Service (phone and face-to-face)
* Problem solving
* Sales coordinating
* Quick learner
* Sales refunds
* time management
* Scheduling
* Front desk
* End-of-day processing
* Sales negotiations
* Product selection

**Software Skills:** Microsoft Word ~ Microsoft Excel ~ Galileo ~Mat lab

**Education**

**DIPLOMA - Passenger service agent.**

ITI institute, al Karama, Dubai.  **APR2018 - MAY2018**

Certificate from **UK Aviation.**

**Achievements**

* **2018:** Completed with **Distinction** of **96%** .

**B.E - Electronics and communication engineering.**

Latha Mathavan Engineering College Madurai, Tamil Nadu, India**. JUL2012 - MAY2016**

Affiliated to **Chennai Anna University**

**Achievements**

* **2013:** mini project on vehicle accident prevention using eye blink sensor.
* **2014:** runner up in the badminton tournament.
* **2015:** volunteering in symposium activity.
* **2016:** final year project on brain tumour detection using computer aided diagnosis.
* **2016:** Completed and secured **First class**.

**LANGUAGES KNOWN**

* English, Hindi, Tamil &Telugu.

**PERSONAL ATTRIBUTES**

* **Effective Communication Skills:** Articulate communicator with appreciation for the different communication styles required when working with other team members or with customers.
* **Honest and Reliable:** Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.
* **Flexible:** Understanding of need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times.

**work Experience**

**infopos technologies, deira, dubai -**

**sales coordinator APR 2017 - FEB 2018**

**Roll and Achievements**

* **Customer Service:** Responded to incoming calls. Screened telemarketing and direct sales calls while transferring customer enquiries to appropriate department.
* **Administration:** Typed general communication and letters to customers and businesses as directed. Ensured accurate development of communication by providing correspondence to supervisor for approval.
* **Records Processing:** Entered customer information into internal records management system. Updated existing customer records while creating new data files as directed.
* **Target record:** reached one million sales target and consistence sales turnover.

**personal infomation**

* + - Date of birth : 05-07-1994
    - Nationality : INDIAN
    - Mother tongue : Tamil
    - VISA STATUS : FATHER VISA

**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.

**PLACE:** Sharjah

**DATE:**