

**KICHU**

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Sharjah, United Arab Emirates

**Career Objective**

Administrative Executive in BTL advertising industry, with over 8 years overall experience in telesales and administration, currently seeking a suitable position in a firm where my experience and skills can be utilized in a progressive and innovative way to achieve goals which in turn enhance my career growth as well.

**Profile**

* Solid knowledge in general office administration and customer service.
* 8 years experience in total, of which more than 6 years in U.A.E.
* Independent, self-motivated, able to take responsibilities and work well under pressure, quick learner and flexible team player.
* Ability to organize and prioritize multiple tasks.

**Employment History**

**Treasure Advertising, Sharjah (November 2013-November 2017)**

**Front Office cum Administrative Executive**

**Job Responsibilities**

* Preparation and documentation of pre-sale and post-sale documents like LPO, invoice and delivery note.
* Preparation of pay-roll.
* Investigating and resolving customer queries.
* Answering and routing calls to concerned departments.
* Handling office inventory/stock for production.
* Co-ordinating drivers, vendors and clients for multiple projects, if co-ordinators are unavailable.

**AlThuriah Facilities Management Ltd Sharjah,U.A.E (December 2009 – June 2011)**

**Administrative Executive**

**Job Responsibilities**

* Preparation of reports for senior management.
* Managing front office, dealing with telephone and e-mail enquiries.
* Arrange and organize client meetings.

**IDBI BANK, Trivandrum, Kerala, India (July 2008 – October 2009)**

**Business Development Executive (Tele -Sales)**

**Job Responsibilities**

* Responded to customer inquiries, complaints and comments on a daily basis and offered corrective action.
* Providing information on bank accounts, policies & services.
* Provided loan counselling to customers.
* Provide outstanding assistance to customers withall their banking transactions and services.
* Meet monthly and annual sales targets.
* Prepare weekly and monthly reports for management, detailing the identification and resolution of issues and the progress of current projects.

**Professional Qualification**

**Bachelor of Economics (2004-2007**)

All Saints College,

University of Kerala, India.

**Personal Profile**

Date of Birth : 31.03.1985

Nationality : Indian

Languages Known : English, Hindi, Tamil& Malayalam

Visa Status : Visit Visa

**Further details available upon request.**