**GIGO**

**C/o-Mobile**: +**971 50 5891826**

Email: [gijo.379336@2freemail.com](mailto:gijo.379336@2freemail.com)

**Objective:**

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knower. To work in an organization where I can acquire new knowledge and sharpen my skills and put my efforts or achieving organization and self.

**Professional Experience:**

**Designation : Relationship Officer Sales**

**Organization : Dunia Finance LLC**

**Duration : Nov-2017- Feb-18**

This Company was founded in 2006 and is based in Abu Dhabi, United Arab Emirates. It is Financial Institution Mr. RajeevKakaris owner and Ceo. The company product includes personal loan, credit card, and car loan. The shareholders of the company are Fullerton financial holdings, Waa Capital, Al Moose Enterprises lock, Mandala Development. It has 18 branches in use**.**

**Responsibilities:**

* **Interacting with customers, visiting office to office , conducting cold calling, as well as meeting, regarding company products like personal loans , credit card, corporate deposit,labor guarantees**
* **Tele-calling on existing customers and follow up**
* **Maintaining Day to Day Sales Report**

**Designation : Customer Care Executive**

**Organization : Tata Business Support Service, Hyd.**

**Duration : Sep-2014 – Jul-2017**

The company is a wholly owned subsidiary of [Tata Sons](https://en.wikipedia.org/wiki/Tata_Sons), providing outsourced contact center services to large telecommunications operators, Internet service providers, DTH service providers and online travel agencies amongst other domestic (Indian) and international clients. Tata BSS is among the third party outsourced customer service providers in [India](https://en.wikipedia.org/wiki/India), serving domestic as well as international customers. With facilities across 21 "global delivery centers that accommodate 23000+ employees

**Responsibilities:**

* Taking Feedback
* Daily wise updating the reports from data assigned
* Conducting Survey
* Complaint Registration, Obtaining Standard quality with zero fatal parameters

**AccountSoftware Skills**:

* **SAP**
* **TALLY**

**Technical Skills:**

* **MS –OFFICE**

**Educational Qualification**:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board/University | Duration | Year of Passing |
| Master in Business Administration(Post Graduate) | Jawaharlal Nehru University(India),  Hyderabad | 2 Years | 2014 |
| Bcom Computers (Graduate) | Osmania University Hyderabad | 3 Years | 2011 |
| Commerce and Economics (10+2) | Board of intermediate Hyderabad | 2 Years | 2008 |

**Personal Profile**

**Date of Birth :06-AUG-1990.**

**Linguistic : English, Hindi, Malayalam and Telugu**

**Nationality**  **: Indian**

**Sex: Male**

**Personal skills:**

* Strength in learning new ideas
* Cooperative
* Discipline

**I hereby declare that all the details furnished above are true to the best of my knowledge.**