**Curriculum Vitae**

**POSITION: ACCOUNTANT ASSISTANT / ADMIN CO-ORDINATOR**



**Josia** **(MBA in Finance & HR)**

Dubai, UAE.

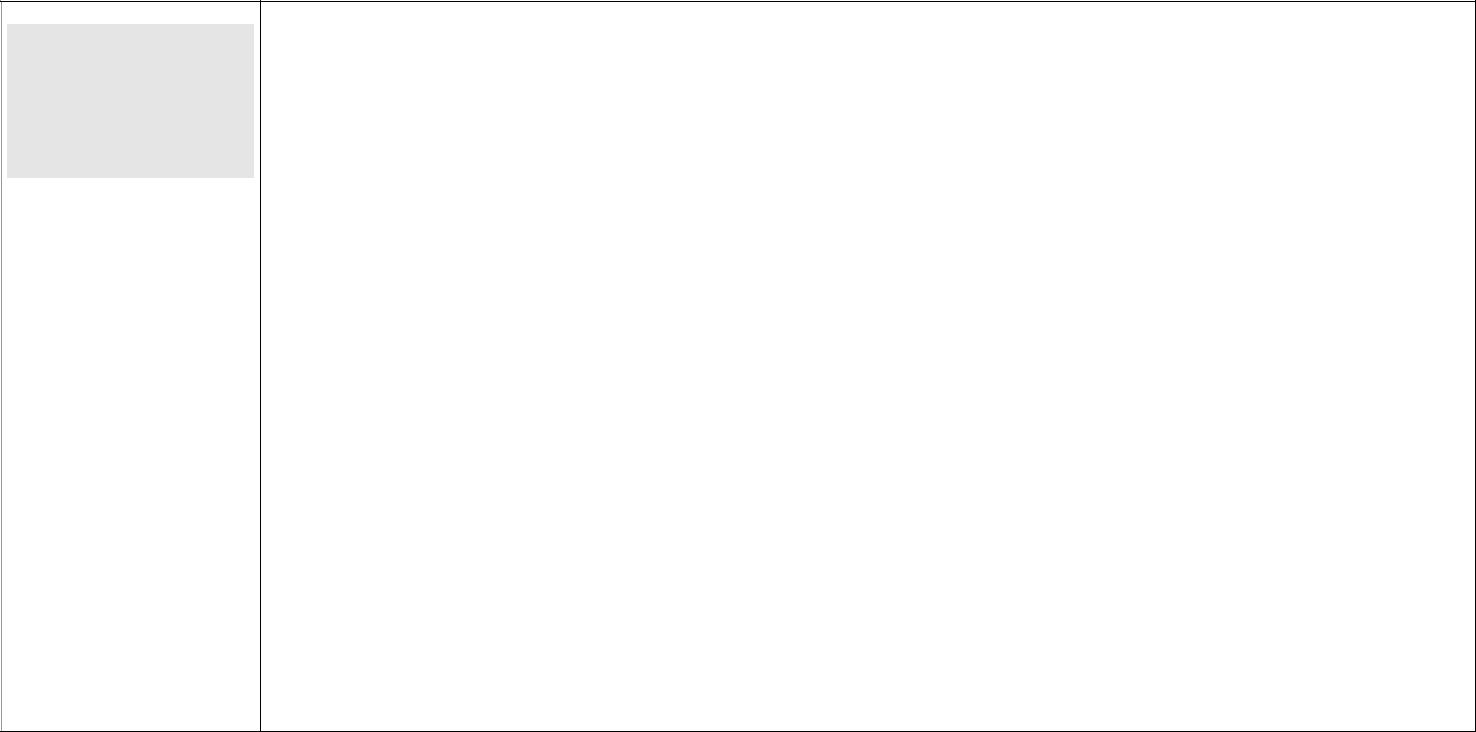
**E-Mail:** [**josia.381633@2freemail.com**](mailto:josia.381633@2freemail.com)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **To get a suitable placement and rewarding career in your company which** |  |
|  | **Career Objective** |  |  |
|  |  | **commensurate the Managerial and work experience set possessed.** |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Educational** |  | **Masters in Business Administration ( under Bharathiar University in 2017)** |  |
|  |  |  |  |
|  | **Qualifications:** |  |
|  |  | **Bachelor of Commerce (under Kerala University in 2015)** |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Additional** |  | **Diploma in Computer Application in 2015, MS Office.** |  |
|  |  |  |  |
|  | **Qualification:** |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **A Study on quality of work life of employees with special reference to Kerala** |  |
|  | **Project:** |  |  |
|  |  |  | **Roadways Pvt.Ltd, in Kollam, Kerala** |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Internship:** |  | **TATA Chemicals Ltd., Coimbatore, Tamilnadu** |  |
|  |  |  |  |  |



1

**TOTAL EXPERIENCE – 9 MONTHS IN INDIA**



**September 2017 – June 2018**

**Aabasoft Technologies, India Private Limited, Infopark, Kochi, Kerala.**

**The company is a global End to End IT/ITES services and solutions provider. We help our customers to do business better with our industry wide experience, deep technology ex[pertise and comprehensive portfolio of services.**

**Job Title : Process Associate.**

**Pitching products/services.**

**Maintaining fruitful relationships with existing customers.**

**Maintaining the CRM database.**

**Interact with customers through calls concerning various care issues.**

**Provide hands-on support of customer care initiatives.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Details:** | |  |  |  |
|  | **Date of Birth** | | **:** | **19/05/1994** |
|  | **Gender** | | **:** | **Female** |
|  | **Nationality** | | **:** | **Indian** |
|  | **Marital Status** | | **:** | **Single** |
|  | **Visa Status** | | **:** | **Visit Visa (Valid up to 8th September 2018)** |
|  | **Languages known** | | **:** | **English, Hindi, Malayalam** |
|  | **Total Experience** | | **:** | **9 Months in India.** |
|  | **Hobbies** | | **:** | **Travelling, Visited to Malaysia.** |
|  | **Achievements** | | **:** | **Got “The Best Manager” Title conducted in** |
|  |  |  |  | **SVP College, Coimbatore** |
|  |  |  | **:** | **Received appreciated for “The Best HR Team”** |
|  |  |  |  | **Conducted in Nehru College, Pallakkad** |

2