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**LIVIYA**

Email: liviya.387835@2freemail.com

**Career Objective**

A dynamic and result oriented individual seeking a challenging position where former work experience can contribute to organizational goals and objectives, to learn something new and willing to accept challenges.

**Experience & Job Responsibilities**

 Worked as an **Assistant Sales coordinator** in Anson Group of Companies, Kerala, India from June 2018 to Dec 2018 for a period of six months.

Anson Group is a financial company having Head Office in Kerala, India with 19 Branch Offices in South India.

**Experience as an Assistant Sales coordinator in Anson Group of Companies.**

* Sales & Marketing of investments and deposits
* Team handling for achieving monthly targets assigned.
* Encouraging and informing the client’s offers and schemes for better value of money.
* Building and maintaining the relationship with the customers.
* Build customers interest in the services and products offered by the company.
* Active participation in accounts related works such as maintenance of cheque book log, handling of return cheques as well as postdated cheques.
* Keeping track of deposit and inform clients the maturity of various deposit

**Abilities and Key Strengths**

* Ability to work efficiently & effectively in any working environment to complete the assigned task on time.
* Experience in office management with comprehensive problem solving abilities.
* Positive attitude
* Learning skill
* Computer Skills Operating System Windows 7,MS Office 2013,Word,Excell and Power Point.

**Educational Qualifications**

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| --- | --- | --- | --- |
| **Sl.no** | **Academic qualifications** | **Name of institution** | **Board/University** |
| **1.****2.****3.****4.** | **M.com finance****B.com with Computer Application****Higher secondary commerce with computer application****SSLC** | **MES college Nedumkandam****College of applied science Nedumkandam****Holy cross senior secondary school****Holy cross senior secondary school** | **Mahathma Gandhi university****Mahathma Gandhi university****CBSE****CBSE** |

**Linguistic Abilities**

To Speak : English, Malayalam and Tamil

To Read & Write : English, Hindi, Malayalam and Tamil

**Personal Details**

Nationality: Indian

Date of Birth: 01/12/1994

Marital Status: Single