

CURRICULUM VITAE



AKHILA. A

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Mob: 0552623529

Date of Birth : 15-03-1996
Husband Name : Ranjith. S
Passport no: : R1462188
Gender : Female
Nationality : Indian
Marital Status : Married

Visa Status : Husband visa
Visa Expiring on : 25-11-2023
Valid UAE Driving License : YES

UAE Address:

International City
PO Box no.# 12352
Dubai
UAE

Home Country Address:

Avanoor House
Kumarappanal P.O
Varavoor, Thrissur
Kerala- 680585
India

Hobbies:

Reading books, Listening Music,
Word Search , Watching Movies.

Languages Known:

English, Hindi , Malayalam, Tamil, Arabic

Career objective

- ❖ To be a part of an organization where I can utilize my skills and leadership abilities in the most proficient manner and gather knowledge to build my career.
- ❖ To engage in profession that will provide the opportunity to integrate personal knowledge in customer relations. A competent and hardworking person who like challenges and adaptable in any working environment.

Professional Skills

- ❖ Customer relationship building and management.
- ❖ Identifying markets opportunity and good in follow up.
- ❖ Excellent Communication skills. Can communicate with Clients and suppliers.
- ❖ Good in Handling client concerns and handling general queries and managing sales related enquires.
- ❖ Good understanding in order processing and administrative work.
- ❖ Ability to work under pressure, flexible, adaptability and openness to learning.
- ❖ Self starter, honest & trustworthy, smart and fast learner, self-motivated.
- ❖ Capable of shouldering different responsibilities & working on own initiative with little supervision.

Work Experience

Worked as "Inside sales- Office Administrator" (September 2017 to May 2018)

Company name: Al Saaam Technical Services LLC

Location : Dubai, UAE

Duties & Responsibilities:

- Generating qualified leads by cold calling by proper follow up and maintaining proper track record.
- Preparing commercial proposals & quotations.
- Fixing meeting for sales team and doing follow up calls .
- Perform general secretarial duties including meeting scheduling ,appointment setup, Faxing and mailing.
- Take verbal & written messages and transmit them to exact person/ destination.
- Receive and sort emails and electronic deliveries.
- Maintain meeting dairy manually or electronically as required.
- Handle general request for information and data.
- Preparing log for procured materials.
- Perform basic customer service function.
- Prepare and accomplishes petty cash vouchers/ Replenishment.
- Follow up the pending payments from the customers.
- Preparing various office reports in stipulated time.
- Maintaining the attendance log & leave details of staff and labors.
- Monitoring and gather information with external clients and internal staff for the Data management.

Academic record

PGDM in Human Resource Management. Madurai Kamaraj university	2019 — 2020
Bachelor of Arts (B.A)- English Language & Literature. Calicut University Aggregate percentage: 71%	2016 — 2017
Higher Secondary education. Board of Public Examination Aggregate percentage: 76%	2013 — 2014
Secondary school leaving certificate. Central Board of Secondary Education (CBSE) Aggregate percentage: 82%	2011 — 2012

Achievements record

NATIONAL CADET CORPS (NCC) Under Indian Defence.
23 Kerala Battalion NCC, Thrissur
K & L Dte, Thiruvananthapuram

Achieved 'B' & 'C' Certificates (Year 2016 & 2017)

Computer skills

MS office	: MS Word, MS Excel, PowerPoint, Outlook
Web designing	: Photoshop(Basic)
Operating Systems	: Windows 10/XP /7

❖ Good knowledge in Internet and E-mail.

Functional skill and expertise

- Active listening
- Assertiveness
- Presentation Slide preparation
- Administrative and Decision making
- Implement Work Strategies
- Dedication on assigned Duties and Responsibilities
- Hardworking towards achieving organizational goals
- Team management and leadership
- Fulfilling assigned duties on time
- Multi-tasking

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai

Date : 05-12-2020

AKHILA A