



ANUMOL N R

CONTACT

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Alkhail Community,
Building No.1-22.
4th Floor, Room No.416

EDUCATION

BBA – Finance 2020

University of Calicut Chinmaya Mission
College, Thrissur BBA – Finance

Higher Secondary – Commerce 2017

Mother of Divine Love Kundannur ,
Thrissur

SSLC 2015

Govt. Girls High School Wadakkanchery

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

KEY SKILLS

- Excel
- Word
- PowerPoint
- Tally
- Leadership
- Teamwork
- Optimistic

PERSONAL INFO

Father's name : Raju N T
Date of birth : 12-10-1999
Gender : Female
Nationality : Indian

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

EXPERIENCE

Data processor and customer service

DHA (Unilabs) Covid Testing Center Expo 2020 Dubai, UAE
[Nov 2021 – march 2022]

DUTIES & RESPONSIBILITIES

- Entering patients data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors correcting any incompatibilities and checking output
- Records and verifies simple to moderately complex data
- Corrects errors according to standard procedures
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Maintaining solid customer relationships by handling questions and concerns with speed and Professionalism.

Branch relationship Executive

SBI Cards and payments services LTD Thrissur, Kerala
[Jan 2021 – Sep 2021]

- To achieve monthly sales target of SBI Credit Card through the branches of State Bank
- Maintaining excellent relationship with employees of the assigned branch
- To resolve the queries and complaints of SBI Card customers coming to branch
- Ensure customer satisfaction through regular engagement
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.

VISA DETAILS

Visa Status	:	Visit Visa
Date of issue	:	11-05-2022
Date of expired	:	19-08-2022

PASSPORT DETAILS

Passport No	:	U8145596
Date of issue	:	30-07-2021
Passport Expiry	:	29-07-2031
Place Of Issue	:	Cochin

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Anumol N R