



NEETHU ANNA CHACKO

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CAREER OBJECTIVE

To obtain a position in an organization to explore & develop myself and thus, contribute my knowledge, experience and abilities for the growth of the company and at the same time, facilitate my quest in acquiring new knowledge and skills.

WORK EXPERIENCE

Mega Motors – Hero Showroom, Aluva, Cochin Kerala (March 2021 – Present)

Job Title: Insurance Executive

- Providing insurance to new vehicles before customer delivery.
- Dealing with walk-in customers needs and advising appropriate insurance.
- Helps to promote cross-selling of insurance products and services.
- Maintained and updated customer database for future renewals.

Louis Philippe Store, Lulu Mall, Cochin Kerala (February 2020 – November 2020)

Job Title: Customer Care Associate

- Drives sales through engagement of customers, suggesting selling and sharing product knowledge.
- Documents sales by creating or updating customer profile records.
- Manages financial transactions.
- Assists with inventory, including receiving and stocking merchandise.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

Allied Interior Designing and Civil Constructor, Kottayam Kerala (January 2019 – February 2020)

Job Title: Front Office In-charge and Administration

- Dealing with retail customers and recording their needs and information into database.
- Maintained and updated calendars for clients and office requirements.
- Calculating, checking and recording down the payments, amounts and the employee's salary.
- Aware about the importance of proper communication, professionalism and ethics.

Bajaj Allianz General Insurance Company, Cochin Kerala (February 2018 – January 2019)

Job Title: Front Office Executive and Administration

- Dealing with individual retail customers and performed all activities related to customer receivables.
- Responsible for managing incoming recorded documents and entering information into database.
- Maintained and updated calendars for clients and agents for times and dates of claim settlements.
- Ordered office supplies bi-weekly.
- Arranged accommodations and travel facilities for company guests.
- Familiar with working in fast-paced environment with confidence and responsibility.
- Aware about the importance of proper communication, professionalism and ethics.

IndiaOptions.Com, Cochin Kerala (September 2017 – January 2018)

Job Title: Trainee as Web Designer and Developer

- Performed front-end development for interactive web applications to improve functionality and user experience using HTML, CSS3 and JQuery.
- Created complex graphics and professional designs for a variety of professionals and individuals.
- Managed, maintain and update existing web sites for customers and provide customer service.

ACADEMIC QUALIFICATION

2014-2017

Diploma in Computer Science Engineering
St.Mariam Polytechnic College Thirunnaveli
- Affiliated to Anna University Chennai

- Passed with excellent score
- Worked as Students Union Joint Secretary, 2015-2017

2012-2014

Higher Secondary Completed
Metropolitan Higher Secondary School, Puthencavu Chengannur

- Participated in various cultural competitions in singing, drama and in different sports activities

2009-2012

Secondary School Leaving Certificate
Metropolitan Higher Secondary School, Puthencavu Chengannur

- Passed with good scores
- Arts and Sports leader, 2010-2011

SOFTWARE SKILLS

- Good knowledge of MS office applications
- Familiar with all Windows Operating Systems
- Good in Adobe Photoshop, Dreamweaver, HTML 5, CSS 3, Javascript, Bootstrap method, JQuery, PHP, MySQL

PROFESSIONAL SKILLS

- Self-motivated, initiative, high level of energy
- Written, oral and interpersonal communication skills
- Committed & able to work under pressure and within tight deadlines
- Possess good teamwork skills and strong multitasking capability
- Capable of planning and organizing work
- Exhibits positive attitude and energy

PERSONAL INFORMATION

Date of Birth : 31/12/1995
Marital Status : Married
Spouse Name : Amith Abraham Eapen
Permanent Address : Kavummukkathu (H), Arattupuzha P.O,
Pathanamthitta, Kerala, India - 689123
Languages known : English, Malayalam, Tamil