

EDUCATION

- Post Graduated MBA (HR)
- Graduated BSc Computer Science

EXPERIENCE

Worked as a Clerk Trainee in a Co-operative Bank in 2017

Worked with HDFC Life as Sales Development Manager in 2014

Worked in an IT Trading company, E ZoneTechnologies LLC in Dubai as a Temporary Staff

WORK DETAILS

Clerk Trainee

- Examine the entire entries of account book. Taking care of records for each customer's account.
- Need to quickly and accurately enter and update customer and financial information in banking systems.
- Recording interest owned to savings account
- Financial Transactions
- Data Maintenance

Sales Development Manager

- Maintained regular contact with each client by phone or through email
- Processed and organized insurance paperwork
- Recruiting a team who will work as an Insurance advisors

PERSONAL INFORMATION

Husband's Name : Subin Subhashithan

Address : Al Baraha, Deira, Dubai

Gender : Female

Nationality : Indian

Marital Status : Married

Languages Known : English, Malayalam, Hindi

CURRICULUM VITAE



NAYANA MOHAN
MBA HR
BSc. Computer Science

OBJECTIVES

To work with an organization that will provide me a good work atmosphere and challenging opportunity to learn and evolve my career which will help me to explore myself fully and realize my potential.

Contact

+971 589331031

Email ID:

nayanamohan101@gmail.com

Skype ID:

nayanamohan101@gmail.com

ADDITIONAL INFORMATION

Worked in an IT Trading Company in Dubai as a Temporary Staff

SOFTWARES

MICROSOFT WORD

EXCEL

POWER POINT

PASSPORT DETAILS

Passport No : T 0561354

Place of Issue : Trivandrum

Date of Expiry : 27.02.2029

Date of Issue : 28.02.2019

Husband Visa