**JULY SCARIA **

 **Email:** **julyskaria@gmail.com**

 **Mob: 09567015949**

*Objective*

 To Work in a Challenging environment and analyse periodically for improvement in my performance and career thereby giving my effective contribution for the progress of the organization I Work.

*Experience Snapshot*

* ***Calicut Women's College, Calicut, Kerala (01-June 2017- Till Now)***
* Working as office staff in college.
* Need to coordinate with students in the college.
* Need to work on financial and clerical activities.
* ***Suvisri Solutions Pvt Ltd. (VASTU VISION) ,Trivandrum, Kerala, India (06 Apr 2015- 07 April 2016)***

Vastu Vision in a company established in 2008 which manufactures Vastu software for the easy consulting and development of building plans , which provides a clear vision about vastu.

***DESIGNATION* :- Business Analyst**

***JOB ROLE:*-**

* First point of contact for Customers.
* Maintaining a call summary reports and giving the customer call backs to ensure customer satisfaction.
* Process of reservation and booking.
* Making promotional calls to customers.
* Prepare monthly reports on time meeting the deadlines.
* Building a strong relationship and support with the customer.
* Business development by implementing new strategies to increase the product value in the market.
* Introducing products in to market through outsource resources.
* Ensure prompt response to customers for being the First point contact for all the customer related queries.
* Profit level workouts and monthly target analysis & monitoring.

*Academic Details*

|  |  |  |  |
| --- | --- | --- | --- |
| Course | University/Provider | % of Mark | Year |
| B.Com | MG University, Fr. Porukkara CMI college of Advanced Studies | 65 | 2015 |
| Plus Two | Kerala Vocational Higher Secondary Board, Aryad VHSS Alappuzha | 67 | 2012 |
| Tenth | State Board Kerala, St. Michaels H.S Thathampally | 65 | 2010 |

*Technical Skills*

* Operating systems : Windows 7, XP, 98
* Applications : MS office(Excel,Word,Power Point)
* Type writing
* Tally
* Use of Internet

*Strength*

* Dedication.
* Determination.
* Smart Work.
* Leadership Quality.

*Co-curricular Achievements*

* Trade Certificate in Specialization of Marketing and Salesmanship

*Language Skills*

* English.
* Malayalam.

*Personal Details*

Date of Birth : 27-01-1995

Sex : Female

Father’s Name : Skaria Thomas

Mother’s Name : Marymma Skaria

Nationality : Indian

Marital Status : Single

Religion & Caste : Christian, Syrian Catholic

Personal Interests : Sports, Reading, Singing & Dancing.

Permanent Address : July Scaria

 “Kumbalam”, Punnamada Ward, Avalukunnu (P.O),

 Alappuzha, Kerala, India. Pin 688006. Mobile: +91-9567015949

**Declaration**

 I JULY SCARIA hereby declare that the above information are true and correct to the best of my knowledge and belief.

Place: Alappuzha

Date : **JULY SCARIA**