

NEKHA SALBIN

☎ Phone: +91.9846512910 | ✉ Email: nekhasp3837@gmail.com

CAREER OBJECTIVE

To obtain a challenging position in an organization where I can learn more and make full use of my knowledge, education and analytical skills and also to work hard sincerely and to support the organization with the best of my skills.

PROFESSIONAL EXPERIENCE

October 2018 – February 2019

Junior Executive Operations

Axis Securities
Cochin, Kerala

Roles and Responsibilities:

- Responsible for managing application forms of various swiping machine and thereby get approved for installation.
- Identifying inactive merchant base and taking steps to ensure that base gets reactivated
- Answered all customer queries and handled all of their objections tactfully
- Handle SBB loans and generated leads through them.
- Responded to e-mails and other correspondence to facilitate communication and enhance business processes.

CORE COMPETENCIES

- Good interpersonal skills and ability to work under pressure
- Customer relation and services
- Knowledge of taxation in areas like: GST, GCC VAT AND TDS
- Quick learner and adaptive by nature
- Knowledge of accounting software like: Tally ERP 9
- Proficient in Microsoft Office Packages (Word/Excel/Powerpoint)

EDUCATION

Masters of Business Administration

SCMS School of Technology and Management, MG University
Specialization: Finance and Marketing

2016 - 2018
Marks 70%

Bachelor of Commerce

Presentation College of Applied Sciences, MG University
Specialization: Computer Application

2013 - 2016
Marks 7.89(CGPA)

Higher Secondary

Little Hearts School, CBSE Board
Commerce

2011 - 2013
Marks 72%

High School

Little Hearts School, CBSE Board

2009 - 2011
Marks 68%

ACADEMIC PROJECTS

MBA

- **Project: A Study on Capital Structure Analysis and its Impact on Profitability** conducted in **Bengaluru Metropolitan Transport Corporation, Bangalore**
- An Organizational study on **Kerala State Drugs and Pharmaceutical Ltd, Alappuzha, Kerala**

B.COM

- A study on “ **Demand Analysis of Samsung Refrigerator with special reference to TTL Trading Pvt Ltd**”, **Ernakulam**

ACHIEVEMENTS

- Won 1st prize for Marketing Game in the All India Management Fest conducted by Bharata Mata Institute of Management, Thrikkakara
- Have participated in Best Management Team at National Level Management Fest organized by Adi Shankara Business School, Kalady.
- Participated in a one day workshop on Intellectual Property Right, jointly organized by SCMS School of Technology and Management and Patent Information Centre – Kerala.

PERSONAL PARTICULARS

- Date of Birth : 24 - 09 – 1995
- Marital Status : Single
- Nationality : Indian
- Languages Known : English , Malayalam

DECLARATION

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place: Ernakulam, Kerala

Date:

NEKHA SALBIN