

Manjari Rajendran

Mobile:9895719876

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WORK EXPERIENCE

Administrative Executive

Industrial Engineering Corporation
november 2015 to December 2016

Billing and Cash handling

Schedule and coordinate staff and other meetings

Muthoot Fincorp

march 2014 to April 2015

**Maintain records of transactions related to
customers and its products**

Customer services

Manage transaction with customers

Collect payments whether in cash or credit

EDUCATIONAL BACKGROUND

CUSAT

Mphil in Economics

Mar Athansius College Kothamangalam

MG university

MA Economics 2011

Nirmala College Muvattupuzha

MG University

BA Economics 2009

PROFESSIONAL SUMMARY

Professional with 2 years of experience and proven knowledge of customer service back office operations, and executive support. Aiming to leverage my skills to successfully fill the administrative assistant role in your company

SKILLS & PROFICIENCIES

- Languages known: Malayalam English hindi
 - Tally
 - Ms office
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