

ATHIRA VIJAYAN

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Punnackal Nikarthil, Parayakad P.O, Cherthala, Alappuzha



CAREER OBJECTIVE

To work in a challenging position at a fast paced environment that will allow for personal growth and career advancement, where my knowledge and expertise are shared and enriched. Work with growth-oriented company that offers me challenging responsibilities and the potential for advancement.

WORK EXPERIENCE

HOMECELL TELESERVICES PVT.LTD, MUVATTUPUZHA

Administrative Assistant (2016-2017)

- Collecting information regarding the complaints raised by customers
- Answers phone calls and directing phone calls to relevant staff.
- Carries out administrative duties filing, typing, binding, scanning etc.
- Ordering and taking stock of office supplies.
Greet and assist visitors to the office.

HDFC BANK

Sales Co-Ordinator (2017-2018)

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers
- Store and sort financial and non-financial data in electronic form and present reports
- Maintaining leave records

PRABHU STEELS

Marketing Co-Ordinator(2018- Sep 2021)

- Providing support to sales by lead segregation / leads forwarding etc.,

- On time dispatches of gifts / Brochures / and other sales enablers
- Stock maintenance of balance gifts / POP material
- Toll free handling and diverting leads to the corresponding team
- Timely Execution of Schemes
- Company Magazine designing, Preparation
- Testimonials Preparation
- Devising and presenting ideas and strategies for Promotional Activities
- Writing and proofreading creative copy & preparing content for catalogues & promotional activities
- Managing campaigns on social media.
- Monitor progress of campaigns using various metrics and submit reports of performance
- Maintain relationships with media vendors and publishers to ensure collaboration in promotional activities.

KEY STRENGTHS:

- Diligent
- Quick Learner

ACADEMIC CREDENTIALS

YEAR	QUALIFICATION	INSTITUTION	ACHIEVEMENT
2014-2016	Master of Business Administration (MBA) in Finance & Human Resource.	Viswajyothi School of Management Studies [MG University], Vazhakulam, Kerala	First Class
2011-14	Bachelor Of Commerce	College Of Applied Science(MG University), Kerala	First Class
2009-11	12 th [STATE]	Govt. Model Higher Secondary School Palakuzha, Kerala	First Class
2008-2009	10 th [STATE]	Govt. Model High Secondary School Palakuzha, Kerala	First Class

INTERNSHIP UNDERTAKEN:

May-2015 Vazhakulam agro and fruit processing company ltd. Study on understanding Organization culture, Department structures & as a whole, functioning of an organization.

COMPUTER SKILLS:

All windows platforms Proficient in: MS Office [MS Word, MS Excel, PowerPoint, Canva]

OTHER PERSONAL DETAILS:

Date of Birth: 28 -3- 1994

Nationality: Indian

Marital Status: Married

Language Skills: English, Malayalam.