

RESUME

Arathi Ajayan

Phone: +91-7994741998, +91-9497558544

E-Mail: aratiammu94@gmail.com

CAREER OBJECTIVE

Seeking a fulfilling career that would allow me to express my talent for implementing my knowledge and skills to manage, grow and the development of self and organization

WORK PROFILE

- Worked as **Executive Tele caller in SML Finance P Ltd** 19.06.2018 to 25.03.2019

My duties included:

- Supporting Customer for processing loans.
- Reviewing, documenting and updating paperwork, entering details into portal.
- Handling customer queries through calls and emails.
- Regular follow ups to keep everything in track.
- Works assigned to the students and evaluating their performances.
- Maintaining accurate records and preparing reports to help to identify trends that require action

- Worked as **Executive Tele caller in Vanchinad Finance P Ltd** 26.03.2019 to 02/09/2020

My duties included:

- Supporting Customer for processing loans.
- Reviewing, documenting and updating paperwork, entering details into portal.
- Handling customer queries through calls and emails.
- Regular follow ups to keep everything in track.
- Works assigned to the students and evaluating their performances.
- Maintaining accurate records and preparing reports to help to identify trends that require action
- Pay bills and collect Debts in a manner that maintain a positive cash flow

- Worked as **Service Coordinator in Radha Electronics P Ltd** 05.01.2021 to 25.03.2022

My duties included:

- Handling incoming query calls, emails and other communications
- Coordinate with engineers for allocating works.
- Monthly sending Annual Maintenance Claims
- Updating paperwork, maintaining documents and word processing
- Entering Preventive Maintenance and Fault report in portal.
- Processing Installations in system and sending it for claims.
- Timely preparing AMC Quotes

- Currently Working as **Advocate clerk in Neerala Management Consultancy P Ltd** from
01.04.2022 to Present

EDUCATIONAL QUALIFICATION

➤ **B.Com Finance**

From SDPY College of commerce, Palluruthy Cochin with 60% marks (Year 2018)

➤ **Senior Secondary Examination - Class XII**

From Anglo Indian Girls Hr. Sec School Fortkochi with 78% Marks (Year 2015)

➤ **Higher Secondary Examination – Class X**

From SDPY School Palluruthy Cochin with 70% Marks (Year 2013)

PROFICIENCY

- Confident of my ability to work in team as well as independently
- Innovative, enthusiastic and hard working
- Good problem solving and negotiating abilities
- Quick learner and ready to accept change and challenges
- Proficient at working with computers
- Dedicated and sincere toward achieving targets.

PERSONAL DETAILS

Spouse Name : Deepak R Desai

Date of Birth : 25-01-1998

Sex : Female

Language Proficiency: English, Malayalam, Tamil

Marital Status : Married

Nationality : Indian

Permanent Address : 5/733, Popatlal Compound,
Gujarati Road, Mattancherry, Kochi- 682002

DECLARATION

I hereby declare that the above information provided is true to the best of my knowledge.

Sd/- (Arathi Ajayan)



