

MEENU K S

BUSINESS AND ADMINISTRATIVE EXECUTIVE

I'm Meenu K S, Business and Administrative Executive with 5 years experience. I'm handling in organizing, managing , keeping an office running with innovating and overseeing the sales process for the business with considerable experience to read trends.



EDUCATION

2012

SSLC

- E.C.E.K.Union High School, Kuthiathode

2012 - 2014

Plus-two

• SCU Govt.VHSS, Pattanakkad

2014 - 2017

Graduation (BCA)

Naipunnya School of Management , Cherthala

CONTACT



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Oliparambil House

Attaniyedath Road

Vennala P O

Kochi - 682028

EXPERIENCE

2022 - PRESENT

HIBRISSAN INTERNATIONAL PVT LTD

Business Development Executive

- Administrative and business development support

2020-2022

UNIQUE ASSOCIATES

DRA & Office Staff

- Helping in collecting bad debts and delinquent amounts from debtors on behalf of a first party- a creditor.
- Administration tasks and clerical duties in debt recovery

2018 - 2020

AMRITA INSTITUTE OF MEDICAL SCIENCES

Secretary

- Helping the management and administration with tasks and clerical duties to increase the efficiency of the office workflow

2017 - 2018

AIRTEL BHARTI LTD

Telecaller

- Telephonic contact with prospective clients in order to generate sales

SKILLS

- Administrative and clerical tasks
- Preparing letters, reports, memos, and emails
- Client communication
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Liaising with teams and units
- Covering reception

DECLARATION

I hereby declare that all the above information is correct to the best of my knowledge and belief.

MEENU K S

PERSONAL DETAILS

Date of Birth - 06th May 1997

Spouse - Manu prathap O S

Nationality - Indian

Languages known - Malayalam,English,Hindi