

## OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EXPERIENCE

### ALZA INCORPORATION

HR EXECUTIVE

Dedicated professional with 10 months of experience in Human Resource including recruitment administration and record management.

### AIRTEL

Customer relationship executive

Customer relationship executive with 3 months of experience in Airtel. Proven ability to provide excellent customer service in busy environment with sales and marketing skills.

## EDUCATION

### MG University

PG CERTIFICATE COURSE IN FOOD TECHNOLOGY - 60%

2019-2021

### MG University

BSc ZOOLOGY - 80%

2016-2019

### NSDC

Customer relationship management -

2020

HIGHER SECONDARY - 80%

2014-2016

SSLC - 85%

2014

## CERTIFICATIONS

FINANCIAL ACCOUNTING

The International Association of Accounting Professionals (IAAP) 2019

CUSTOMER RELATIONSHIP MANAGEMENT

IT-ITeS Sector Skill

From NSDC

## SKILLS

### SOFT SKILLS

Communication  
Teamwork  
Multitasking  
Problem solving  
Adaptability  
Creativity  
Work ethic  
Empathy

### HARD SKILLS

Computer knowledge  
HR development  
Recruitment  
Customer service  
Sales and Marketing

## PERSONAL STRENGTHS

Dynamic and confidence with a will to make things happen

Strive for utmost perfection in every work

Active listening

Detail oriented

Decision making

Critical thinking

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## PROJECTS

**DIVERSITY OF ODONATA**  
APRIL 2018-APRIL 2019

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## ADDITIONAL INFORMATION

Marital Status : Unmarried

Nationality : Indian

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## INTERESTS

Browsing

Music

Sports

Drawing

Youtube

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## LANGUAGE

English : Read, Write, Speak

Malayalam : Read, Write, Speak

Hindi : Read, Write

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## ACHIEVEMENTS

Former NSS volunteer

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## DECLARATION

I hereby declare that all the above written particulars are true to the best of my knowledge and belief