

RESUME

ArathiAjayan

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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 Telecaller in SML Finance PLtd** 19.06.2018 to 25.03.2019 Mydut

ies included:

- Supporting Customer for processing loans.
- Reviewing, documenting and updating paperwork, entering details into portal.
- Handling customer queries through calls and emails.
- Regular follow up to keep everything in track.
- Maintaining accurate records and preparing reports to help to identify trends that require reaction

➤ Worked as **Executive Telecaller in Vanchinad Finance PLtd** 26.03.2019 to 02/09/2020 Mydut

ies included:

- Supporting Customer for processing loans.
- Reviewing, documenting and updating paperwork, entering details into portal.
- Handling customer queries through calls and emails.
- Regular follow up to keep everything in track.
- Maintaining accurate records and preparing reports to help to identify trends that require reaction

➤ Worked as **Service Coordinator in Radha Electronics PLtd** 05.01.2021 to 25.03.2022 Mydu

ties 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 PLtd** 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 Fort Kochi 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 a team as well as independently
- Innovative, enthusiastic and hardworking
- Good problem solving and negotiating abilities
- Quick learner and ready to accept change and challenges
- Proficient at working with computers
- Dedicated and sincere towards 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)



