

DIVYA N V

18-05-1999

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Karippapparabil, Kannankeri,

KS mangalam,vaikom
kottayam

PROFILE

Adaptable Front Desk Receptionist with experience in a variety of industries and a history of success in providing exceptional customer service. Experience in managing all facets of front office administration, including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as MS Office, Millennium, and QuickBooks to facilitate daily office operations.

EXPERIENCE

RELIANCE SMART AT OBRON MALL

1 year experience

BILLING

Proficient and analytical Billing Representative seeking to become as asset to a company and its customers through efficient billing processes. Expert at being helpful yet firm in all customer relations

LIFESTYE AT GRAND MALL

1 year experience

Sales

An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities. Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

MIRTH HOLYDAYS

6 Months

TELESALES

Experienced Sales Representative with closing experience. Computer proficient with strong communication skills. Self-motivated Sales Representative with excellent verbal and written communication skills and strong computer

EDUCATION

ST.TREASAS H S S

2014 > 2015

SSLC

EASO BHAVAN

2015 > 2016

HIGHER SECONDERY

EASO BHAVAN

B COM TAXTION

SKILLS

EXCEL ,MS WORD ,DATA ENTRY ,BILLING ,PPT,TALLY