**ALEENA  JOLLY**

Pulavelil(H) ,Kudavechoor P.O

Vaikom, Kottayam

686144

Mob :9544581643

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**CAREER OBJECTIVE**

To seek a better career in an organization that gives me challenges and opportunities to enhance my knowledge and prepare for a bigger role in future.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Board /University** | **Year of passing** |
| CRM-Non Voice | PMKVY,Kottayam | NSDC | 2021 |
| BBA | IFATA,Palarivattom | Bharathiar | 2019 |
| Plus Two | D.V.H.S.S Vechoor | Kerala | 2016 |
| SSLC | D.V.H.S.S Vechoor | Kerala | 2014 |

**WORK EXPERIENCE**

* Worked as Customer Relationship Executive in BWFS CIAL from 14/01/2019 to 1/08/2019
* Worked as HR Recruiter in Right Human Resources from 06/08/2019 to 03/11/2019
* Worked as Tele-Sales Executive in Popular Maruti,Kochi from 17/11/2020 to 31/07/2020

**TECHNICAL SKILLS**

* MS Word
* MS Excel
* MS Power point

**PERSONAL SKILLS**

* Communication Skill
* Leadership Skill
* Active Listening
* Management Skill

**HOBBIES**

* Cooking
* Hearing music

**PERSONAL DETAILS**

Name : Aleena Jolly

Father’s Name : Jolly Scariya

Mother’s Name : Lissamma Jolly

Date Of Birth : 11/03/1999

Gender : Female

Marital Status : Single

Nationality : Indian

Language known :English and Malayalam

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above mentioned particulars.

                                                                                      ALEENA JOLLY

Place :

Date  :