



# NAVANEETH S BABU

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## CONTACT

### PHONE:

+91 92078 00604

### EMAIL:

[navaneethsbabu@gmail.com](mailto:navaneethsbabu@gmail.com)

[navuaiswarya@gmail.com](mailto:navuaiswarya@gmail.com)

### COMMUNICATION ADDRESS:

Aiswarya, Panthaplavu PO  
Pattazhy, Kollam (Dist.)  
Pin: 691522

## HOBBIES

- Writing
- Dancing
- Singing

## PERSONAL STRENGTHS

- **COMMUNICATION**  
Interpersonal skills- verbal, problem solving and listening skills in any administrative role
- **SERVICE**  
Having a customer focused approach skills include patience, attentiveness and a positive language
- **ORGANIZATION**  
Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time- management
- **MANAGEMENT**  
To direct others and review other's performance

## EMPLOYMENT CHRONICLE

- ✚ **Tele Marketing Executive** @ Kerala Matrimony, Ravipuram, Kochi- December 2021 to February 2022
- ✚ **Customer Care Executive** @ Fusion BPO Service (Meesho), Kochi- February 2022 to March 2022

## ACADEMIC CREDENTIALS & CERTIFICATIONS

- ❖ **SSLC** from Govt. Higher Secondary School Pattazhy  
Percentage of Mark: 70%  
Year of Pass: 2014
- ❖ **PlusTwo** from Govt. Higher Secondary School Pattazhy  
Percentage of Mark: 67.66%  
Year of Pass: 2016

- ❖ **Under Graduation** from Mahatma Gandhi University  
Course: Bachelor of Arts (History)  
College: St. Thomas College, Kozhanchery  
Percentage of Mark: 55%  
Year of Pass: 2019
- ❖ **Post Graduation** from Mahatma Gandhi University  
Course: Master of Travel & Tourism Management  
College: Catholicate College, Pathanamthitta  
Year of Pass: 2022
- ❖ **Certifications** International School of Skill Development (ISSD)  
TUV SUD Certificate Course  
October 2022 – March 2023

### **SKILLS ACQUIRED**

- ✓ Clear Communication
- ✓ Creative Writing
- ✓ Problem Solving
- ✓ Marketing

### **PERSONAL INFORMATION**

- ▶ Gender: Male
- ▶ Date of Birth: 19/02/1999
- ▶ Marital Status: Single
- ▶ Religion: Hindu
- ▶ Father's Name: G Babukuttan Pillai
- ▶ Languages Known: Malayalam, English, Hindi

### **DECLARATION**

I hereby declare and sincerely affirm that the above furnished facts are true and correct to the best of my knowledge

Kollam  
12/07/2022

Navaneeth S Babu