

JOSNA MARIA JOSE



PERSONAL DETAILS

+919744073498

josnashince@gmail.com

SKILLS

Multitasking Skill

Effective Time Management

Fast Learner

Adaptability

Microsoft Office

Interpersonal Communication Skills

Profit And Loss Accountability

Payroll Processing

Petty Cash Management

Office Management

Monetary Transactions

LANGUAGE

English

Hindi

Malayalam

PROFESSIONAL SUMMARY

Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Proven ability to establish and maintain excellent communication and relationships with clients. Bilingual, hardworking, and ready to join my next team.

EMPLOYMENT HISTORY

Sales Officer - Loan Against Property 2/2019 - 8/2019
Bajaj Housing Finance Ltd Kochi

- Strengthened communication skills through regular interactions with others.
- Developed and maintained courteous and effective working relationships.
- Worked flexible hours across night, weekend and holiday shifts.
- Managed time efficiently in order to complete all tasks within deadlines.
- Skilled at working independently and collaboratively in a team environment.
- Proved successful working within tight deadlines and a fast-paced environment.
- Enhanced sales operations through development of new sales strategies, cold calling techniques and customer follow-up
- Forecasted sales and established processes to achieve sales objectives and related metrics.
- Responded to customer needs by answering questions and providing detailed information about Loan Against Property.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Excellent communication skills, both verbal and written.

Admin Cum Accounts Assistant

6/2017 - 8/2018

M/S Prime Time Events And Brands I Pvt Ltd Kochi

- Organized and detail-oriented with a strong work ethic.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Created and maintained databases to track and record customer data.
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Coordinated and scheduled meetings and conference calls to optimize scheduling of senior staff.
- Drafted correspondence and other documents for CEO and department heads in company's voice.
- Managed filing system, entered data and completed other clerical tasks.
- Managed phone and email correspondence and handled incoming and outgoing mail and faxes.
- Assisted coworkers and staff members with special tasks on daily basis.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities, and communicate instructions.
- Completed forms, reports, logs and records to quickly handle all documentation for human resources.

Process Executive

7/2016 - 2/2017

Aabasoft Technologies Pvt Ltd Kochi

- Demonstrated respect, friendliness and willingness to help wherever needed.
- Excellent communication skills, both verbal and written.
- Collaborated with peers to measure ongoing process performance, enacting changes based on historical data.
- Evaluated ongoing processes for possible enhancements and beneficial changes to best practices.
- Prepared accurate documents for customer and business needs.
- Investigated basic issues and escalated more complicated concerns.
- Answered telephone or online requests and completed interactions quickly to meet productivity goals.
- Optimized customer experience by delivering superior services and effectively troubleshooting issues.
- Collected, arranged, and input information into database system.
- Evaluated customer needs and feedback to drive product and service improvements.

Assistant Accountant

6/2014 - 12/2015

M/S Accounts Kochi

- Paid attention to detail while completing assignments.
- Worked effectively in fast-paced environments.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.

EDUCATION

Bharathiar University SDE, MBA In Banking And Finance

1/2021

Bharathiar University SDE, Bachelor Of Business Administration(BBA)

1/2018

St George HSS Kattappana, Plus Two Commerce

3/2014

Ossanam EMHSS Kattappana, SSLC

3/2012