



## RESHMA SHAJAHAN

SENIOR EXECUTIVE - TELEMARKETING

### PERSONAL INFO

Address  
Marangattu Thekkathil,  
Eruva PO,  
Kayamkulam, 690572

Phone  
+91 7558903133

E-mail  
reshmashajahan120@gmail.com

Date of birth : 28-12-1996  
Gender : Female  
Religion : Muslim  
Nationality : Indian

### OBJECTIVE

Seeking a challenging opportunity in a reputed organization where I can utilize my technical skills, work experience and creativity for corporate as well as individual growth.

### SKILLS

- Good communication
- Rapport building
- Time management
- Multi tasking
- Strategic planning
- Focused

### EXPERIENCE

- ❖ **Senior Executive – Telemarketing – PRO** [Feb 2021 – Mar 2024]  
**MAHINDRA HOLIDAYS & RESORTS (I) PVT. LTD.**
  - \* Membership pitching.
  - \* Cold calling.
  - \* Visiting activity venues.
  - \* Collecting references
- ❖ **Relationship Executive – SBI CARDS** [May 2020 - Jan 2021]  
**QUESS CORP LIMITED**
  - \* Direct selling in Retail Channel.
  - \* Interaction with customers.
  - \* Identifying prospects.
  - \* Lead generations
- ❖ **Cashier - Hypermarket** [May 2019 – May 2020]  
**Lulu International Shopping Mall**
  - \* Processed POS transactions.
  - \* Helping customers to complete purchases.
  - \* Promotes loyalty programs.
  - \* Maintain paper and electronic payment records

### LANGUAGES

Malayalam  
(Read, Write, Speak)

English  
(Read, Write, Speak)

Hindi  
(Read, Write)

## **EDUCATION**

### **Bachelor of Commerce**

Rabindranath Tagore University School of Distance Education  
2024

### **Higher Secondary School Certificate (Science)**

Govt. Girls Higher Secondary School, Kayamkulam  
2014

### **SSLC**

Secondary School Leaving Certificate  
St. Mary's Girls High School, Kayamkulam  
2012

## **TECHNICAL SKILLS**

### **Diploma Course**

**Diploma in Computer Application (DCA)**  
SCOLE Kerala

### **Certificate Course**

**Certificate In Domestic Data Entry Operator (NSDC)**  
Edubridge Career Academy, Alappuzha

## **DECLARATION**

I hereby declare that the above said information are true and correct to the best of my knowledge.

**Reshma Shajahan**