

CONTACT



Neenu Joseph

📍 Thalayolaparambu, Kottayam, Kerala - 686605

☎ +918792212379

@ neenuj27@gmail.com

OBJECTIVE

As a dynamic business administration graduate. I am eager to contribute my innovative communication and customer service skills to esteemed team. With a solid year experience at KS media Advertising . I have honed my abilities to effectively engage with clients and drive successful out comes. My proactive approach and dedication to excellence make me an ideal candidate to add value to your organization

EXPERIENCE

September 2020 -
September 2021

- **Administrator**
KS Media Advertising Company
 - * streamlined office Ops , Boosting efficiency by 30%
 - *Managed 50+ customers , Delivering 95% on time.
 - * implemented CRM , enhancing customer relations.
 - * excelled in conflict resolution , ensuring team harmony.

EDUCATION

2024

- **SJES college of management studies**
Bachelor of Business Administration with Aviation Management

2021

- **Laurels Institute of Global Studies**
12th

2017

- **The New Indian School**
10th

SKILLS

- Active listening
- Communication
- Customer service
- Innovation
- Yoga

INTERESTS

- Reading books
- Dancing
- Sports
- Writing

LANGUAGES

- English
- Malayalam
- Tamil

ADDITIONAL INFORMATION

Nationality: Indian
Marital status : single