



CIRRICULUM VITAE

**ASHITHA SHAJI**

ACADEMIC COUNSELOR

**Personal**

**Name** : Ashitha Shaji  
**Passport No** : U7317219  
**Date of Birth** : 6<sup>th</sup> October 1993  
**Date of Issue** : 09 – 11 - 2020  
**Mobile** : +971 588349502  
**Date of Expiry** : 08 – 11 – 2030  
**Gmail** : [ashithashaji0610@gmail.com](mailto:ashithashaji0610@gmail.com)  
**Place of Issue** : Cochin  
**Nationality** : Indian  
**Interests** : Reading, Cooking, Sports (Running), Travelling, Music, Movies.  
**Languages** : English, Hindi, Tamil, Malayalam.  
**Address** : WASL, Karama Shopping complex, Dubai.  
**Marital Status** : Single

**Education**

**Academic Background (Kerala, India)**  
Master of Business Administration (MBA) 2016 – 2018  
**APJ Abdul Kalam Technological University (KTU)**  
Bachelor of Business Administration (BBA) 2012 – 2015  
**Vidyaniketan Institute of Management Studies**  
Plus Two 2009 – 2011  
**Christava Mahilalayalam HSS**  
SSLC 2008  
**St. Francis HSS**

**Work**

**Career Education (Dubai,UAE) 2022 - 2023**  
Worked as Academic Counselor for International students (8 months)  
**Urbane Interior Design (Dubai,UAE) 2020 – 2021**  
Worked as an Office Assistant (5 months)  
**HDFC Bank (Kerala, India) 2019 – 2020**  
Worked as Branch Sales Officer (1 year)  
**Thalsamayam Online News Media (Kerala, India) 2019**  
Worked as Assistant Manager Advertisement (5 months)  
**Axis Bank (Kerala, India) 2018 - 2019**  
Worked as Business Development Executive (1 year)

**Personal Skills**

Clients Relation   
Skilled in Marketing   
Advertising Strategies   
Campaign Development   
Leadership   
Time Management   
Team Coordination

**Software Skills**

MS Office   
Tally ERP 9

## COVER LETTER

# ASHITHA SHAJI

ACADEMIC COUNSELOR

In response to your job posting for the role as a Teller / Customer Service Staff, I am eager to get in touch with you for the same.

I am Ashitha Shaji, from Kerala, India, post graduated from APJ Abdul Kalam Technological University(KTU), Kerala, India, in 2018, following which I acquired my Master of Business Administration (MBA), holding a certificate for the same.

I have been working as a Academic Counselor for International Students at Career Education for (8 months) in Dubai. My job role was University Coordination's ,Calls Management, Meeting Arrangement, Documents collections, Counseling Lead Generation and Records keeping, and Office Assistant at Urbane Interior Design firm for (5 months) in Dubai in create and update records and database with personnel, financial and other data, tracks stock of office suppliers and place orders when necessary, preparing time sheet, sales and purchase invoice and order preparations.

In total more than 2 years of experience in Kerala for (1 year) HDFC Bank as Branch Sales Officer in acting as relationship Manager for High Profile Customers and NRI customers and their Portfolio Management, cross selling of mutual funds, target based Sales CASA Products, value building an Customer Servicing, leading terming target based sales, KYC documentations, target based sales of Bank Assets Products.

As Assistant Manager Advertisement in Thalsamayam Online News Media for (5 months) in job role Advertising strategies, campaign development, advertising agency relations, skilled in marketing and clients relations.

In Axis Bank as Business Development Executive for (1 year) in acting as acquisition of quality CASA qualified and activated NTB CASA accounts, providing customer services, complaints towards KYC and all operational risks, ensure timely submission of MIS report, entry / authorization of transaction (NEFT / RTGS / Encashment of cheque), cross selling of .mutual funds.

I would be open to elaborate more if you have any further questions as currently I am available in Dubai.

Yours faithfully,

(Ashitha Shaji)