



SANGEETHA.S

Marketing | Sales| Administration

OBJECTIVE

To be part of an organization that provides a positive atmosphere and promotes mutual growth where I can learn new knowledge & skills.

CONTACT

+971 545455431

sangeethaarun35@gmail.com

ADDRESS

Building no: 58

Shabiya 11

Musaffah

Abu Dhabi

PERSONAL DETAILS

Father's Name : Satheesan

Mother's Name : Salini s

Birth of Place : Kollam

Date of Birth : 02/06/1999

Gender : Female

Marital Status : Married

Nationality : India

PASSPORT DETAILS

Passport no. : U5540236

Date of issue : 23/11/2021

Date of expiry : 22/11/2031

Place of issue : Trivandrum

Visa status : Visit

EDUCATION

2018-2022- BBA | Kerala University

2017-2018- Computer Teachers Training Course (1yr.)

2014-2016- Completed Higher Secondary

WORK EXPERIENCE

KIA MOTORS KOLLAM | INDIA

Duration: April-2022 to April-2023

Designation: **Customer Relation Executive**

Job Roles and Responsibilities

- Hosting and welcoming walk-in customers.
- Generating leads through cold calls.
- Probing and closing deals with professional manner.
- Closing the deals and maintain customers data for further sales
- Post sales satisfaction measuring for further improvement in sales
- Attending telephone in a professional way.
- Providing better hospitality to customers.

COMPUTER KNOWLEDGE

- DIPLOMA IN COMPUTER TEACHERS TRAINING COURSE & DTP (English & Malayalam) MG Tech Computers, Bharanikavu, Kollam (March 2018) (Grade-A+)
- Computer fundamental & Familiarizing Devices
- MS-Dos, MS-Windows XP, MS-Word, MS-Excel, MS-PowerPoint
- Internet, Email
- Adobe PageMaker (Corel Draw, Adobe Photoshop)
- MS Office (Grade A)
- Tally - Prime (International Exam) (Grade A)

KNOWN LANGUAGES

English, Malayalam, Hindi, Tamil

KEY SKILLS

- Resilience
- Commercial awareness
- Good communication
- Effective leadership and management
- Planning and
- Research skills
- Adaptability
- Teamwork and interpersonal skills

DECLARATION

I hereby certify that the above data are true and correct to the best of my knowledge.

Sangeetha. S