

SAHANA M S



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SKILLS

Business acquisition and customer service

Relationship building and management

Financial analysis skill

Good communication and presentation skill

Ability to work and think through problems independently and with a team

PERSONAL DETAILS

Date of Birth : 21/10/1996

Nationality : INDIAN

LANGUAGES

English

Malayalam

Hindi

OBJECTIVE

To accomplish my talents to the service of my employer institution and become a self motivated and goal oriented professional committed to pursuing a long term career in the institution which provides opportunities to explore myself fully and realize my potential and for mutual growth

EXPERIENCE

BRANCH SALES OFFICER (6 MONTHS)

HDFC BANK LTD

- The job description of branch sales officer includes tasks such as ensuring that the sales team adheres with the company sales quotas.

SALES CONSULTANT (4 YEARS)

CSB BANK LTD

- A Sales Consultant is a professional who is in charge of devising strategies for promoting and selling products or services.

OFFICE ACCOUNTANT (6MONTHS)

BABUJI MEMORIAL ENGLISH MEDIUM SCHOOL

- Office Accountant is responsible for managing the office budget and reporting. This includes planning and executing on financial, resource, labor, and project management tasks.

EDUCATION

BCOM TAX PROCEDURES AND PRACTICES 2018

KERALA UNIVERSITY

PLUS TWO COMMERCE 2015

STATE BOARD

SSLC 2013

STATE BOARD

CERTIFICATIONS

- DIPLOMA IN COMPUTERIZED FINANCIAL MANAGEMENT
- ENGLISH PROFICIENCY AND PERSONALITY DEVELOPMENT CERTIFICATION

ADDITIONAL INFORMATION

- M S WORD , EXCEL (MS OFFICE APPLICATIONS) TALLY
- WELL EXPERIENCED IN INTERNET AND EMAIL APPLICATIONS

PASSPORT DETAILS

PASSPORT NO : W3971541

VISA STATUS. : VISIT