



JELSA PHILOMINA PC

OBJECTIVES

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. I seek opportunities where I can fully use my skills for the success of the organization To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Specific Measurable, Achievable. Realistic and anchored within a Time Frame.

Experience

○ 2022 - 2023

KOTAK MAHENDRA BANK

Assistant Manager

The credit card representative contacts customers regarding their credit card experience through inbound queries.
Assigned to assist sales and marketing manager
Assigned to record and report daily officer error
Assigned to out call the customer who is satisfied with officers

○ 2023

GROWW

Sales assistant

Driven to achieve sales goals.
Outstanding verbal communication skills which enable me to provide excellent customer satisfaction.
Knowledge of merchandising displays and promotions.
Competent and confident with the hardware involved in checkouts.
Good literacy and numeracy skills. More items...

• INTERNSHIP

Basics of auditing

1. Knowledge of auditing standards.
2. Communication skills.
3. Internal audit capabilities.
4. Preparing financial statements.
5. Financial report writing.
6. Financial audit completion.
7. Organising accounting records.
8. Business administration.

Areas of interest

HR associates
Accounting
Flexible to work accordingly
Secretary
Receptionist

Certificate courses

Design thinking for innovation
Kona Kona sikasha (NISM)

DECLARATION

I hereby declare that all the details provided above are true to the best of my knowledge.

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Education

Bachelor's in BBA
Mangalore university
2019 - 2022

12th commerce
Karnataka secondary education
examination board
2017 -2019

Expertise

MS excel
Tally and GST
Flexibility
Communication skills

Language

English
Hindi
Malayalam
Kannada
Tamil