

SANJANA POONATTIL

SUMMARY

To work on challenging assignments and to be enriched beyond my job responsibilities, to contribute and grow along with the organization to develop and excel in my field.

EXPERIENCE

Clerical staff, 03/2020 -12/2024

KOZHIKODE TOWN COOPERATIVE URBAN BANK - KERALA, INDIA

- Clerical works
- Account management
- Organizing meetings and company events
- Attending phone calls, handling emails, and liaising with clients
- Daily staff monitoring and coordination duties
- Salary processing and slip creation
- Customer service
- Filing and bookkeeping
- Service record maintenance
- Newsletter and daily reports preparation
- Managing customer interactions
- Providing support between customers and company

Customer Relation Executive, 01/2019 - 02/2020

Hitec Ayur Medicity Life Science - Kerala, India

- Handling customers
- Monitor Integration reports and work with IT to get stuck orders cleared without any revenue impact.
- Analys customer data
- Conduct data analysis to support operational decision-making.
- Collaborate with cross-functional teams to address operational challenges.

Accountant cum admin, 02/2017 - 01/2019

Moonamvazhi Cooperative magazine - kerala, India

- Clerical work and bookkeeping
- Account management
- Handling Sales Coordinators across Kerala
- Organizing meetings and company events
- Attending phone calls, handling emails, and liaising with clients
- Daily staff monitoring and coordination duties
- Salary processing and slip creation
- Customer service
- Filing and bookkeeping
- Service record maintenance



CONTACT

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SKILLS

- Tally Erp
- Customer Management
- Microsoft Office Excel, word & Power point
- Power point
- E-commerce
- Peachtree & Quick book

- Newsletter and daily reports preparation
- Managing customer interactions
- Providing support between customer

Data Entry Operator, 07/2016-12/2016

Govt. Kozhikode corporation office, kerala, india

- Worked there for 6 months on there NULM Plan as data entry operator.
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LANGUAGE

English

hindi

Malayalam

Tamil

EDUCATION

Diploma in Indian and Foreign Accouting (DIFA),2016

Gtec

Bachelor of Commerce, 2016

CALICUT UNIVERSITY

Plus Two, Commerce, 2012

Govt.Zamorin HSS, kerala

SSLC, 2010

Govt. Ganapath GVHSS, Kerala

