

AJIMSHA N

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📅 1999/03/04

🇮🇳 INDIAN

♂ Male

👤 Single

Professional Summary

Dependable Office worker with good supply management, record keeping and schedule coordination skills dedicated to keeping professionals focused and prepared for daily requirements. Produce business correspondence, detailed reports and useful spreadsheets using diverse software programs and technical skills. Proficiency in diagnosing and resolving Issues related to computer hardware & operating systems. Respectful, punctual and hardworking

Professional Experience

2022/08 – 2023/09

Kollam, India

OFFICE WORKER

Haijin Trade

- Increased office efficiency by organizing and maintaining a well-structured filing system.
- Streamlined communication channels for better collaboration among team members.
- Managed multiple projects simultaneously, ensuring timely completion and adherence to deadlines.
- Assisted in the preparation and distribution of reports, contributing to data driven decision making processes.

2021/11 – 2022/05

Trivandrum, India

CUSTOMER SERVICE & CASHIER

Dubai Mobiles

- Enhanced customer satisfaction by efficiently handling transactions and addressing Inquiries.
- Streamlined the checkout process for faster service and improved customer experience.
- Maintained a clean and organized workspace, promoting a welcoming environment for customers.
- Assisted in training new employees, ensuring they were knowledgeable about company policies and procedures.

2021/02 – 2021/10

Kollam, India

SALES EXECUTIVE

Boyzone Textiles

- Boosted sales by implementing effective training programs for new and existing employees.
- Increased customer satisfaction by addressing and resolving client concerns efficiently.
- Enhanced team productivity by creating a supportive work environment and providing ongoing feedback.
- Achieved sales targets consistently through regular monitoring of team performance and adjusting strategies accordingly.
- Developed strong relationships with key clients, resulting in repeat business and increased revenue.

Education

2017 – 2020

Kollam, India

Diploma in Electronics and Communication Engineering

Kerala Technical university

