

# ATHIRA C NAIR

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Dubai, UAE



## PROFILE

An astute **HR AND SALES HAVING MORE THAN 7 YEARS OF EXPERIENCE.**

Confident in my ability to take on greater challenges and responsibility to add value to the organization. Looking for a career where my skills are fully utilized and future oriented career growth. Here by am assuring that I will perform my duties and responsibilities with the entire satisfaction of entire management of the firm.

## PERSONAL DETAILS

Nationality : Indian

Date of Birth : 19/04/1991

Gender : Female

Visa Status : Visit Visa

Passport Number: V7188026

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil
- Kannada

## SKILLS

- Problem solving
- Technical Skills
- Positive Attitude
- Flexibility
- Adaptability

## EXPERIENCE

### ➤ **JAIVAGRAM FARMERS PRODUCERS COMPANY LIMITED, KERALA HUMAN RESOURCES ASSOCIATE 2022 – 2023**

- Communicating with potential job candidates
- Conducting employee orientation
- Assisting with distribution of training material
- Managing HR records including resumes, applicant logs and employee forms.

### ➤ **JAIVAGRAM FARMERS WELFARE CO-OPERATIVE SOCIETY SALES MANAGER 2018-2022**

- Building long-term productive and mutually beneficial relationship with existing and new customers
- Complete sales activity reports and presentation of timely manner
- Ensure all safety guidelines are followed to ensure a safe and productive environment.

### ➤ **RELIANCE NIPPON LIFE ASSET MANAGEMENT LIMITED SERVICE EXECUTIVE 2017-2018**

- Front office operations
- Proper checking of mutual fund application form
- Contracting potential or existing customers to inform them about products, understand customers requirement and close sales.

### ➤ **ANGEL BROKING PRIVATE LIMITED SERVICE EXECUTIVE 2014-2016**

- Setting customers service Protocols
- Successfully managed calls and achieve targets.
- Buying and selling shares and securities on behalf of clients.

## EDUCATION

- **MBA HR and MARKETING**, Bangalore University, India \_ 2014
- **BA Economics**, MG University, Kerala India. \_ 2012

## DECLARATION

I hereby declare that the information furnished above is true, correct, and complete to the best of my knowledge and belief.

**ATHIRA C NAIR**