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| C:\Users\trija\Documents\UAE documents\IMG_9909.jpg | TRIJA THOMAS |
| **CONTACT** PHONE: +971557075036 EMAIL: trijathomas@yahoo.com **ABOUT ME** Experienced customer service representative with Five years providing excellent service to customer.  **MARITAL STATUS**Married with one child. **VISA STATUS** Holding an active relative sponsored residency visa, valid until 24/03/2026. | **WORK EXPERIENCE** **AMAR CHITRA KATHA PVT LTD – Customer Service Executive****(Subscriptions and Customer Service Department)**OCT 2016 – May 2019. ( 29 months / 2 years and 5 months)Deal with and help to resolve customer complaints.Keep records of customer interactions and details of inquires,complaints transactions, Monitor and fulfill subscriptions order and stock levels. Process new subscriptions and renewals that are received.**UK VFS GLOBAL SERVICES PVT LTD - Visa Officer – Operations**July 2009 –February 2013 (38 months / 3 years and 2 months) Scrutiny of visa documents, Data entry in the system.Handing Biometrics, Handing Accounts like visa cash.Drafts checking, Daily accounts reports sending via mails to accounts departments.**MEdTECH (Enhancing the Quality of Healthcare)– Office Co- Coordinator.**June 2007 – May 2009. (24 months / 2 years ). Preparing Quotations for tenders& Preparing Word Invoice Handing all Stocks Material in Company.**EDUCATION QUALIFICATION** **B.A - Bachelor OF Arts –** Pass.**Bhavan’s College (Mumbai University)****2005 – 2006.****H.S.C - Higher Secondary Certificate, Arts Stream -** Pass. **Bhavan’s College****2002 – 2003.** **S.S.C - Secondary School Certificate -** Second-Class. **The Girl high School.** **1997 – 1998.** **COMPUTER SKILLS**Done Computer course like Windows, MS Office Application like Word, Excel, and Power Point & Internet Explorer ect. |