

CONTACT

 Trivandrum

+91 8891101334

 jazzsubair@gmail.com

SKILLS

Data Entry 

Teamwork and Collaboration 

Written Communication

Problem-Solving

Flexible and Adaptable 

Self-Motivated 

AWARDS & HONORS

- WOW Award from RR Donnelley
- Employment Excellence Award.

COMPUTER PROFICIENCY

Word 

Excel 

Power Point 



JASNA SUBAIR

Process Associate

Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

WORK EXPERIENCE

Process Associate(3 Yrs)

RR Donnelley, Technopark, Trivandrum

- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth.
- Boosted customer experiences by delivering superior customer service, issue resolution.
- Collected, arranged and input information into database system.

EDUCATION

Bachelor of Technology,

Electronics & Communication

John Cox Institute of

Technology Trivandrum.

Diploma in Hospitality and Travel Management

Frankfinn institute

DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge and I bear the responsibility for the same.

Jasna Subair