



ADMIN ASSISTANT CUM SALE CORDINATOR

KARTHIKA N

PERSONAL DETAILS

Phone: +971 50 822 5363

Email: karthiaaksa@gmail.com

DOB: 7th July, 1998

Visa Status: Husband Visa

Expiry date: December 2025

KEY SKILLS

- Communication
- Time Management
- Active listening
- Marketing & Management
- Customer Service

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

REFERANCES

Can be furnished upon request.

Obtain a challenging leadership position applying creative. problem solving and lean management skills with growing company to achieve optimum utilization of its resources and maximum profit.

WORK EXPERIENCE

ADMIN ASSISTANT AND SENIOR ASSOCIATE IN Reliance SMSL limited –, KERALA, INDIA

2018 – 2022

- ✚ Book meetings and schedule events.
- ✚ Maintain internal databases.
- ✚ Distribute incoming and outgoing mail.
- ✚ Handling and resolving client queries and complaints.
- ✚ solve issues quickly and successfully by analyzing the cause of the problem, generating possible solutions and implementing a plan to resolve the problem.
- ✚ Maintaining great relations with existing clients

EDUCATION

Completed Higer Secondary in Humanities from Government Model Higher Secondary School Ambalappuzha, Alappuzha Dis, Kerala, India– 2013 -2015