



# ADMIN ASSISTANT CUM SALE CORDINATOR

**KARTHIKA N**

## **PERSONAL DETAILS**

Phone: +971 50 822 5363

Email: karthiaaksa@gmail.com

DOB: 7<sup>th</sup> 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

## **REFERENCES**

*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