



ADDRESS

Al karama
Near ADCB Metro station

DATE OF BIRTH : 09-07-1998

CONTACT

PHONE : +971581202502

EMAIL:

lekshmyomanakuttan5659@gmail.com

MERITAL STATUS : SINGLE

NATIONALITY : INDIAN

PASSPORT DETAILS

PASSPORT NUMBER : **T1844823**

DATE OF ISSUE : 11-09-2019

DATE OF EXPIRY : 10/01/2029

VISITING STATUS : VISIT VISA

VISITING EXPIRY : 18-03-2025

LEKSHMY OMANAKUTTAN

PROFILE

To pursue a challenging opportunity and apposition in dynamic and well reputed organization that offers good opportunities and challenging work environment in return would help me in building my knowledge, experience and academic capabilities.

WORK EXPERIENCE

CUSTOMER RELATIONSHIP OFFICER

ALTRUST TECHONOLOGY PVT LTD 12-2022- 07-2024

Altrust Technologies Pvt Ltd, Representative charge with "Customer Relationship Officer"

BPO EXICUTIVE

TELEPERFORMANCE

06-2021- 09-2022

Teleperformance Pvt ltd banglore reeperesentative in charges of answering customer calls, listening to their concerns and solving problems

CUSTOMER DIGITAL ADVISOR

24/7 CUSTOMER PVT. LTD.

03-2020 - 04-2021

24/7 Custmer Pvt Ltd., Bangalore Representative may provide technical support, resolve customer service inquiries, or offer additional forms of real -time problem solving.

- Customer service skill
- Provide meaningful conversation via soft skills
- Time management
- Identify and report common pain points

SKILLS

MICROSOFT OFFICE
TALLY ERP.9
SAP ERP

LANGUAGE KNOWN

ENGLISH
MALAYALAM
TAMIL

ACCOUNT ASSISTANT

SIVADASAN PILLAI ASSOCIATE

11-2018 - 12-2019

Sivadasan pillai associated, Pathanapuram Representative may provide Managing accounts payable and receivable, processing payment and ensuring payment amount and records.

- Reconcile bank statements to ensure consistency between financial records and actual bank transactions.
- Manage day-to-day bookkeeping tasks such as recording expenses, income, and other financial transactions.
- Filing of GST returns, VAT returns, Annual returns, finalization of accounts and company audit etc

EDUCATION

BACHELOR OF COMMERCE

M.G UNIVERSITY KOTTAYAM -EDUTHUA APRIL 2015 - MARCH 2018

PLUS TWO

ST. JOSEPH HSS PULINCUNNOO

JUNE 2013 – MARCH 2015

SSLC

ST. XAVIER' H S MITHRAKARY

MARCH 2013

CERTIFICATION

- 2018-10 Certified Financial Accounting
Certified Tally ERP 9 in Financial Accounting and GST

INTERNSHIP

- 2022-05 Business Development Trainee Business Development Associate

DECLARATION

I do hereby declare that all the information provided above is true to the best of my knowledge and belief.

LEKSHMY OMANAKUTTAN