



KEERTHI OMANAKUTTAN

CAREER OBJECTIVE

To secure a position where i can effectively contribute my skills as a professional that offers professional growth while being resourceful,innovative and flexible.

Contact

Phone

+971 555322341

Email

keerthiammu8004@gmil.com

Address

Al karama, Dubai

Education

2023

Bachelor degree in sociology
ignou university,kollam

2019

**ITI computer operator and
prograamming assistant**
Royal iti kollam

Expertise

- MS OFFICE
- DATA ENTRY
- WINDOW OS
- SALES
- BASIC TALLY
- DTP

Language

English

Hindi

Malayalam

Work Experience

○ 2022-2023

GWINGS INTERNATIONAL

ADMIN OFFICER

- Operating tour packages visa,tickets,insurance also e-banking facilities.
- Handling customers and maintaining relation with customers
- Data entries and handling files
- Communicate with customers via phone and e-mail

○ 2021-2022

KERALA WATER AUTHORITY

DATA ENTRY OPERATOR

- Data entry in English and Malayalam
- Handling the customer and maintaining relation with customers
- Check the details of water bills and entries also the government Adalat files
- Communicate customers via phone and verbal

○ 2019-2021

SUPREME 1 GRAM GOLD SOUK

SALES IN CHARGE

- Handling customers and maintaining relation with customers
- Data entries and handling files
- Engages dedicated customers on product usage and sell
- Responsilbe for daily,monthly,sales targets

Reference

GOKUL P SASI

GWINGS INTERNATIONAL,
GENERAL MANAGER
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