



PAVITHRA KUMARAN

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📍 Ajman, United Arab
Emirates

✉ Pavik1906@gmail.com

Skill:

- Tally
- Auto cad
- MS office
- MS Excel
- Java

Career Objective:

Seeking a suitable position and build a challenging career in a professional organization that relies on high standards provides opportunity for me to show my worth and make the most of my education skill and experience in an efficient way with all my honesty and hard work.

Profile:

- Professionally qualified with BE (Electronic and communication engineering)
- Have Excellent working skills in MS office application.
Expertise in MS Excel using advance formula & function.
- Ambitious Enthusiastic, creative and dedicated to work.
- Ability to work individually as well as a team.
- Articulate with Excellent organizational, time management, communication & interpersonal.

Experience:

Assistant manager (Dec 2019 to Jan 2024)

Muthoot Fincorp

Quality control (May 2016 to May 2017)

Schneider electric, Chennai

Customer service (April 2015 to May 2016)

Tata business service support

Job roles & Responsibilities:

- Identifying, qualifying and securing business opportunities.
- Responding to client request for inquiries, developing customized target sales strategies
- Creating and maintaining database of prospect clients.

- Collaborating with management on sales goals, planning and forecasting.
- Ambitious, Enthusiastic, Creative and dedicated to work.
- Ability to work individually as well as a team.
- Articulate with excellent organization, with management, communication & interpersonal skill.

Professional Qualification:

Bachelor of Engineering (BE)

Electronics and communication engineering

Personal details:

Date of birth: 13 11 1993

Nationality: Indian

Gender: Female

Civil status: Married

Passport No: RO963438

Visa type: Family visa

Language known: English

Tamil, Hindi, Malayalam