



## PROFILE

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

## CONTACT

PHONE:  
+971 569022766

DOB:14/04/1999

PASSPORT: W3607930  
VISA: SPOUSE VISA

EMAIL:  
smishatb1999@gmail.com

## HOBBIES

READING  
VOLUNTEERING  
LISTENING TO MUSIC

# SMISHA TB

## EDUCATION

---

**CALICUT UNIVERSITY**  
2017 to 2020  
B.COM WITH COMPUTER APPLICATION  
**KERALA STATE BOARD**  
2015 – 2017  
HIGHER SECONDARY EDUCATION – 12<sup>th</sup>  
MARK PERCENTAGE – 70%

## WORK EXPERIENCE

---

**SPECTRA BUSINESS DEVELOPMENT – SALES EXECUTIVE**  
JAN 2021 – MAY 2022

- Cold calling and meeting clients in direct in order to inform and feel concern with the relationship between the client and the company.
- Resolving the problems faced by the clients with maximum customer support and at most sincerity.
- Demonstrating products to customers
- Maintaining good business relationships with existing clients
- Ensuring sales targets are met before the specified deadlines
- Deal with customer feedback, enquiries, complaints
- Participating in meetings with the organization's board of directors

## SKILLS

---

- Customer Service
- Basic technology skills (MS OFFICE)
- Communication skills
- Time management
- Basic technology skills
- Problem-solving
- Ability to work under pressure