

NAVEEN N

Deira, United Arab Emirates

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OBJECTIVE

A BBM graduate from St. Aloysius College, Seeking career opportunity in a Administrative Assistant/ Operations role that will allow for progress in terms of expertise, socio-economic development, and innovation. Through exposure to new ideas for professional growth, as well as the growth of the company.

EXPERIENCE

Noon E-commerce, Dubai, UAE

November 2021 - February 2023

Operation Executive

>Co-ordination with team members in Logistics inbound receiving and outbound.

>Worked as inventory controller in coordination with the sales department.

Indian money.com, Bangalore, India

June 2018 - August 2019

Customer Service Representative

>Manage large amounts of incoming phone calls

Generate sales leads.

>Identify and assess customers' needs to achieve satisfaction.

>Build sustainable relationships and trust with customer accounts through open and interactive communication.

>Provide accurate, valid and complete. information by using the right methods/tools.

>Meet personal/customer service team sales targets and call handling quotas.

EDUCATION

St Aloysius College (Autonomous) Mangalore, Karnataka

2015-2018

BBM

Chatanchal Higher Secondary School, Kasargod, Kerala

2013-2015

PUC

PROJECTS

Active Participant in 'PRAGATHI' a Skill Development programe organized at St Aloysius College on 30 July 1 2015



PERSONAL DETAILS

Date of Birth : 26/08/1996

Marital Status : Single

Nationality : Indian

Visa Status : Vist Visa/ Expiry Date: 26/10/2023

SKILLS

Microsoft Office (Word, PowerPoint, Excel)

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Certified in Tally, Certified in GCC-VAT using Tally, C++

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Decission Making

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Customer Service

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Leadership

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Data Base Management System

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LANGUAGES

English

Malayalam

Hindi

Tamil

ACHIEVEMENTS & AWARDS

>Active member in Quiz Association.

>Participated in state level Drama conducted by Kerala state.

>Participated in Athletic Games.