

AJMAL.P. A

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INTRODUCTION:

7 years of experience in Customer Relation, Business Development and cash management Graduate in Business Administration and done my Post Graduate Diploma in Mass communication and Journalism. Worked in Customer Relation, and Business development with some of the famous companies in Kerala. I could define myself as an experienced business and Customer Relation professional with strong leadership and relationship-building skills. Competent administrative professional supporting the underwriting process with effective document evaluation, report writing and filing. Proficient in working in shifts and to work in 24X7 work environment. Ability to investigate the things deeply.

CAREER OBJECTIVE:

Driven and customer-focused professional with a proven track record in cashiering and customer relationship management. Aiming to secure a challenging position as a Cashier and Customer Relations Executive, leveraging my skills to enhance the customer experience, drive business growth, and ensure operational efficiency. Committed to delivering exceptional service and building strong, lasting custom relationships.

RECENT WORK EXPERIENCE:

MADHYMAM DAILY, THRISSUR – KERALA, INDIA

Position: **BUSINESS EXECUTIVE**

JULY 2020 – SEPTEMBER 2019

Responsibilities:

- Oversee the sales process to attract new customers
- Maintain relationships with clients and address their needs effectively
- Identify new market opportunities
- Arrange meetings for senior management prospective clients

CHEERAN'S YAMAHA, – KERALA, INDIA

Position: **CUSTOMER RELATION EXECUTIVE CUM CASHIER**

JANUARY 2017 – JUNE 2020

Responsibilities:

- Responding to inquiries
- Receives cash, checks and credit card payments from customers
- Recommending sales campaigns and promotions
- Makes change and issues receipts to customers

POPULAR VEHICLES – KERALA, INDIA

Position: **SALES EXECUTIVE**

DECEMBER 2014 – SEPTEMBER 2015

Responsibilities:

- Work for a dealership that represents manufacturer
- Speaking to customers about their vehicle needs
- Develops buyers by maintaining rapport with previous customers

EDUCATIONAL INFO:**Post Graduate Diploma in Mass Communication And Journalism**

KELTRON SCHOOL OF JOURNALISM & MEDIA STUDIES

PG Diploma

NOVEMBER 2015 - NOVEMBER 2016

Bachelor of Business Administration

SIKKIM MANIPAL UNIVERSITY

GRADUATION

JULY 2011 - JUNE 2014

PERSONAL INFO:

Nationality: INDIAN

DOB: 07/04/1993

Residing in: DUBAI – UAE

Visa Status: Visit Visa

PERSONAL QUALITIES:

- Excellent interpersonal skills
- Proficient in handling the pressure and giving the best result
- Ability to work in team and as well as individual

LANGUAGES KNOWN:

English, Hindi & Malayalam