



ELSA REJI

Documentation executive

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elsareji2412@gmail.com

Al karama ,dubai

EDUCATION

B.com with computer application

Mahatma gandhi university
kottayam, kerala 70.3 %

Plus two (commerce)

Board of higher secondary
education ,kerala 84%

SSLC

Board of public examinations
kerala 90%

DIGITAL SKILLS

Micro soft word
Micro soft excel
G-mail
Powerpoint
Adobe reader (PDF)

LANGUAGE

English

Hindi
malayalam

PROFILE

Experienced server with exceptional work ethic and time management skills. History of meeting company goals utilizing consistent and organised practices. Skilled in working under pressure and adapt-ing to new situations and challenges to best enhance the organizational brand. Providing fast, high quality customer service to guests.

WORK EXPERIENCE

2021 - 2023

Prennax freight cargo & logistics, Ernakulam,kerala Documentation Executive

Customs clearance & Airlines assistance
Handing of import &Export cargo
Filling of export general manifest
preparation of Airway bill
Customer baggage clearance
Account clerical works

2020 - 2021

Karthika Supermarket, Piravom, Ernakulam, India Sales and billing

Sales

- Greet and direct customers
- Provide accurate information such as product features, pricing and after-sales services
- Answer customers' questions about specific product or services
- Conduct price and feature comparisons to facilitate purchasing
- Ensure the racks are fully stocked
- Inform customers about discounts and special offers

Billing

- Provide customer feed back to the store manager
- Stay uptodate with new products or services
- Receive, sort and track incoming payments
- Validate debit accounts to ensure the credibility of payments
- Issue receipts for received payments
- Address and solve clients questions and issues
- Securily handle client data and payment information.
- Provide regular accurate reports of billing data

DECLARATION

I hereby declare that all information provide above is true to the best of my knowledge and belief.