

# RESUME

## CAREER OBJECTIVE

To secure a challenging position in a reputable organization where I can utilize my skills and knowledge for the growth and success of the company while achieving personal and professional development.

## WORK EXPERIENCE

### ► GLOBIVA SERVICES PRIVATE LIMITED. (2022-23) CUSTOMER SERVICE ASSOCIATE (CSA)

- Acquisition of new customers to the business
- Maintaining a good relationships with the existing customers
- Identifying and resolving customer issues effectively
- Ensuring customer satisfaction

## EDUCATION

<b>Bachelor of Business Administration</b> Mangalore University	2019 - 2022
<b>Advanced Diploma In Aviation and Hospitality Management</b> Mangalore University	2019 - 2022
<b>Higher Secondary</b> Chovva Higher Secondary School	2016 - 2018
<b>High School</b> Kadambur English School	2016

## PROJECTS

- PROJECT REPORT ON KANNUR INTERNATIONAL AIRPORT LIMITED AND LE MARITIME KOCHIN

## COMPUTER SKILLS

- MS OFFICE ( Excellent in Word & Excel )

## PERSONAL QUALITIES

- Confident and optimistic.
- Excellent Communication Skills in written & verbal both.
- Punctual and Hardworking.
- Innovative & Initiative.
- Ability to prioritize workloads during busy periods.
- Humble & sincere.
- Goal achieving



**SAFWAN A C**

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## PERSONAL DATA

Father's Name : Sathar.P  
Date of Birth : 03/03/ 2000  
Sex : Male  
Nationality : Indian  
Marital Status : Single  
Religion : Muslim

## LANGUAGES KNOWN

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM