



AISWARYA RP

About Me

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

Work Experience

Sales Officer | July 2024 - Current

Innovation Direct Employment Services | Dubai, United Arab Emirates

- Calling potential customers to explain company products and encourage purchases.
- Answering customers' questions and resolve their issues.
- Developing in-depth knowledge of company products.
- Maintaining an accurate record of all sales, scheduled customer appointments, and customer complaints.

Customer Service Executive | June 2023 - August 2023

Core Intertech Service Pvt Ltd | Kerala, India

- Respond to inquiries, requests, and complaints from clients and customers through multiple channels, including phone, email, chat, and social media.
- Provide accurate and timely information, guidance, and assistance to resolve customer issues and concerns.
- Review and edit documentation for accuracy and completeness.

Contacts

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✉ aishwaryaaish11276@gmail.com

📍 Dubai | United Arab Emirates

Languages

- English
- Hindi
- Malayalam

Education

Bachelor of Computer Applications

Yenepoya University | Karnataka

2019-2022

Higher Secondary Commerce

GHSS Nedungome | Kerala

2017-2019

SSLC

GHSS Nedungome | Kerala

2016 - 2017

Skills

- Communication Skills
- Customer Service
- Active Listening
- Team Work
- Problem Solving
- MS Excel
- MS Word
- MS PowerPoint