



SAJANA JANARDHANAN

CONTACT:

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Email

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Address

Deira, Dubai

EDUCATION:

B.com with co-operation

Calicut university, kerala

Tally prime 4.0

SKILLS:

- Tally prime
- MS Office
- Background data verification
- CRM

LANGUAGES KNOWN:

- English: Read, write, speak
- Malayalam: read, write, speak
- Hindi: read, write, speak
- Tamil: speak

OBJECTIVE

To seek placement where my qualification and experience will be beneficial to the enterprise and myself, where i can prove my ability through hardwork with a high degree of integrity, loyalty and team spirit.

WORK EXPERIENCE

Background verification executive – A check global solutions private limited, Chennai.

Aug 2021–
feb 2024

Roles and responsibilities:

- Verifying details of prospective candidates for client companies.
- co-ordinating with vendors for the various reports via E-mail.
- conducting internal searches through online sites.
- complete the work in turnaround time.
- maintaining tracker for future references.

Customer relations executive– Vodafone–Idea private limited, Kerala

Jan 2017–
April 2021

Roles and responsibilities:

- Resolving customer complaints quickly and efficiently.
- keeping customer updated on the latest tariff plans.
- checking network related issues and informing the concerned team.
- bill briefing and payment follow up.
- sales promotion.

ACHIEVEMENTS:

- Star employee award
- Quick learner award

DECLARATION:

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

Date:

Place: