

# ANJALI MURALEEDHARAN

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## Personal information

- Nationality: Indian
- Passport: Y5788315
- Gender: Female
- Place: Dubai
- Date of birth: 07/03/1995
- Marital status: Married

## Education

**Mahathma Gandhi University, Kottayam** 2012 - 2015  
BCA( Bachelor Of Computer Application )

**GOVT.Higher Secondary School,Chittar** 2010 - 2012  
Computer Science

## Skills

- Customer Service Excellence
- Fund Management
- Office operations management
- Advanced Excel
- Administrative Support
- Document Control Proficiency
- Multi-tasking Capability

## Language

- English (Read,Write,Speak)
- Malayalam (Read,Write,Speak)
- Tamil (Speak)
- Hindi (Read,Write,Speak)

## Status

### Visit Visa

Expires on 12/08/2025

## Objective

Dedicated and results-driven professional with over 8 years of experience in customer service, sales, administration, and banking operations. Seeking a challenging position in a growth-oriented organization where I can utilize my skills in client relationship management, documentation, and team coordination to contribute to business success and enhance customer satisfaction. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills.

## Experience

**HDFC Life ( Banking )**  
Corporate Agency Manager

10-07-2023 - 31-05-2025

- I was responsible for managing customer service
- Fund management and office correspondence.
- Managed and developed strong relationships with customers, handled customer inquiries, and provided transaction solutions based on financial needs analysis
- Supporting day-to-day operations, including documentation, Transactions and after-sales service support.
- Ensured compliance with regulatory and company policies in sales, documentation, and customer onboarding.
- Conducted regular client meetings and service follow-ups to strengthen long-term customer engagement and renewals.

**Bhima Jewellers and Diamonds**  
Sales Executive

22-08-2016 - 26-03-2023

- Build lasting customer relationships, and contribute to revenue growth.
- Skilled in upselling, cross-selling, client needs analysis, and product presentation.
- Strong interpersonal and communication skills with a customer-first mindset.
- Product Knowledge & Demonstration
- Achieving Sales Targets
- In-store Promotion & Merchandising
- Lead Generation & Follow-up

**Forever Consultancy**  
Admin Assistant

12-10-2015 - 15-06-2016

- Detail-oriented Administrative Assistant with hands-on experience in office management such as emails, calls, documentation, and employee support.
- Proficient in handling day-to-day administrative tasks such as managing schedules, maintaining records, preparing reports, letters, notices and coordinating internal communications.
- Skilled in using MS Office, Excel tools, handling correspondence, supporting HR functions, and maintaining organized filing systems.
- coordinating meetings and events