**ARATHY. N**

Castle Rock Apartment

Karthyayani Temple Road

Ayyanthole, Thrissur

Email Id - arathynr128@gmail.com

Mobile No- 8129982226

CAREER OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

Professional Summary

• A goal oriented MBA professional with experience in sales/business development in insurance domain, Office Administration, & Teaching.

• Managing brand image building & awareness campaigns

• Skilled Communicator and a quick learner with analytical bent of mind coupled with zeal to utilise and enhance ideas.

• Exceptionally well organized track record that demonstrates self- motivation, creativity and initiative to achieve both personal

and corporate goals

• Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multi- cultural awareness and adaptability

• Detail-oriented and driven Executive Assistant with expertise in problem solving and managing daily office functions.

• Highly motivated sales associate with extensive customer service and sales experience.

Skills

• Team Management

• Microsoft office expertise

• Sales Achievement

• High accuracy

• Competitive Analysis

• Time Management

• Organizational Skills

• Interpersonal Skills

• Excellent multi-tasking ability

• Presentation Abilities

• Clear oral/written communication

• Leadership

• Data Management

• knowledge of MS Office

• Personal Information

• Negotiation skills

• Event management

• Product development

• Traffic analysis

• Customer targeting

Interests

Interests : Reading, Listening to Music ,Travelling, internet surfing

Work History

**Free Lancer**

**IELTS Training and Translation**

February 2019 – Till Date

**Jabal co international**

Administrative Support Officer

January 2013 - February 2019

Accomplishments

❏ Provide general administrative and clerical support including mailing, scanning and faxing.

❏ Create reports and presentations.

❏ Develop standard operating procedures for all administrative employees.

❏ Provide complete meeting support including preparing materials and taking notes.

❏ Received, screened and routed incoming calls.

❏ Prepare vendor invoices and process incoming payments.

❏ Maintain computer and physical filling system.

❏ Maintain electronic and hard copy filling system.

❏ Perform data entry and scan documents.

❏ Assist in resolving any administrative problems.

❏ Prepare follow up database and clients.

❏ Greeting clients and visitors as needed.

❏ Sort and distrubute communications, couriers, and other supplies to concent individuals in a timely manner.

❏ Train and supervise new joinersof current office procedures and of current system.

❏Scedule and co-ordinate meetings, appoinments and travel arrangements to managers.

❏Assist with and support staff events as apporpriate, such as leadership meetings, executive retreat, staff receptions.

❏ Assists in making of advertisment, marketing brochers, sales kit or other promotional materials.

❏Reserch special projects and compose summaries and reports in a clear and concise maner for future reference.

**Secure Investments ( Corporate agent of kotak**

**Mahindra)**

Sales Officer

September 2010 - October 2012

Accomplishments

❏ Increased credibility and client awareness by developing technical/non- technical marketing collateral and presentations, public relations campaigns, articles and newsletters.

❏ Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic, and sales.

❏ Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.

❏ Supervised marketing department's monthly analysis of customer acquisition data and campaign performance.

❏ Handled all incoming business and client requests for information.

❏ Met challenging quotas for productivity and accuracy of work

❏ Key contributor of marketing and sales operations for

achieving increased growth and profitability.

❏ • Building and maintaining healthy business relations ensuring maximum customer satisfaction.

❏ • Managing brand image building and awareness campaigns.

Education

**Sensorium School of Management ( Sikkim Manippal**

**University)**

MBA (2010)

**Calicut University**

Bachelor of Arts(2008)

**GHSS Erumapetty Higher Secondary**

**School**

Plus two(2005)

**GGHS**

SSLC (2003)

Languages known

English : Read, Write & Speak

Hindi : Read, Write & Speak

Malayalam : Read, Write & Speak

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Reference : Available on Request