



GREESHMA KP



Al Nahda, Dubai- UAE



+971 52 815 6201



greeshmakavilparambil@gmail.com



<https://www.linkedin.com/in/greeshma-k-p-aa65591a5>

Profile

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 History

Sreeram Steels Trading (Part Time)- 2018 to 2020



Kerala- India

Customer Service Executive

- Manage Incoming phone calls
- Provide accurate, valid and complete information to customers
- Assist with placement of orders, refunds, or exchanges
- Inform customers of deals and promotions

Skills

- | | | |
|-----------------------------------|---------------------|-----------------|
| ▪ MS Office- Excel, Word, Outlook | ▪ Positive Attitude | ▪ Communication |
| ▪ Customer Service | ▪ Multi-Tasking | |

Languages

- | | | |
|-----------|---------|-------------|
| ▪ English | ▪ Hindi | ▪ Malayalam |
|-----------|---------|-------------|

Education

- Master of Computer Applications- Kerala Technological University (2018-2020)
- Bachelor of Computer Applications- University of Calicut (2015-2018)

Personal Data

- | | |
|------------------------------------|--|
| ▪ Date of Birth: 05/03/1997 | ▪ Visa Status: Visit / Tourist Visa |
| ▪ Nationality: India | ▪ Marital Status: Married |

References

Available upon request