

ATHIRA C RAJ

CORPORATE RELATIONSHIP OFFICER

+91-9847885066

Athiraraj63@gmail.com



To pursue a good position to utilize my skills and abilities in the field of electrical and electronics engineering that offers professional growth while being resourceful and flexible. Looking forward to be an integral part of a highly motivated and result oriented development team.

KEY STRENGTH

- Ability to adapt quickly to the new environment
- Expert communicator and keen observer having eye for detail.
- Good Team Player and Man manager.
- Smart worker willing to shoulder more responsibilities with pleasure.
- Results driven achiever with exemplary planning and organizational skills, along
- with a high degree of detail orientation
- Proven success introducing process improvement, staff development initiative driving corporate goal attainment.

EDUCATION

S.N.M.I.M.T ENGINEERING, KOCHI, KERALA

Bachelor of Technology in Electrical and Electronics (2015)

BAVANS VIDYA MANDIR

12th Standard (CBSE 2011)

I G M PUBLIC SCHOOL

10th Standard (CBSE 2009)

PERSONAL DETAILS

Gender : Female
Date of Birth : 25th May 1993
Nationality : Indian
Marital Status : Single
Passport : R0530153
Visa : Residence

TECHNICAL SKILLS

Operating system
AUTOCAD with sound knowledge in 2D
Equipped in Electrical CAD

LANGUAGES KNOWN

English (Spoken and written)
Malayalam (Spoken and written)
Hindi (Spoken and written)
Tamil (Spoken)

PROFESSIONAL EXPERIANCE

Organization : UAE EXCHANGE LLC

Title : Corporate relationship officer

Duration : JULY2017 –Till date

Location : UAE , Ajman

Organization : Hinduja Global Solution (HGS)

Job Title : Customer Relation Officer

Duration : Feb 2017 –Jun 2017

Location : Bengaluru , Karnataka

Organization : Global technical Solution (GTS)

Job Title : Electrical CAD Operator

Duration : Nov 2015 –Oct 2016

Location : Kodungallur, Kerala

JOB DESCRIPTION

- Deals with customer corporate accounts.
- Verify Invoice, trade license, BL and other important documents
- Resolve customer quires via email and telephone.
- Sending proof of payment.
- Recording daily customer transaction.
- Block the best rate for large volume.
- Sending required documents for the AML department.
- Handling Foreign currency as well as local currency

DECLARATION

I hereby declare that all the furnished details are correct and true to the best of my knowledge and belief. I also ensure that if given a chance to work in this esteemed concern. I will be true to the rules and regulations of this concern.

PLACE : AJMAN

DATE : 6th Feb 2021

HOBBIES & INTRESTS

Baking and cooking

Music

ATHIRA RAJ