

# **SIYANNA SAJI**

## **SALES COORDINATOR**

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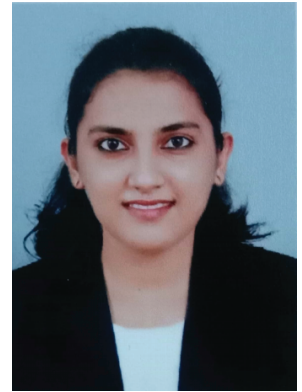
Email ID : [siyannasaji268@gmail.com](mailto:siyannasaji268@gmail.com)

Address : Hor Al Anz, DUBAI, UAE

Nationality : Indian

Marital status : Single

Visa Status : Visiting Visa



To Enhance My Professional skills, Capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### **EXPERIENCE**

#### **HDFC BANK Ltd**

##### **Sales Executive**

May 1<sup>st</sup> 2019 – September 1<sup>st</sup> 2019

- Tele-calling
- Two wheeler finance
- Solving quires of clients via mail or phone
- Provide financial information to management

#### **FRIDAY ADVERTS**

##### **Sale coordinator**

October 1<sup>st</sup> 2019 – October 10<sup>th</sup> 2020

- Data entry , invoice reconciliation and prepare daily expense reports
- Check and verify invoices and documents
- Prepare presentation for prospective client
- maintained and updated numerous Office files

## **EDUCATION**

Bachelor of commerce (Computer application 2016-19)

7.1 CCPA

SNM College maliankara Ernakulam

## **SKILLS**

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multitask

## **LANGUAGE**

- English
- Malayalam

## **DECLARATION**

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

**SIYANNA SAJI**