

## ALAVARTHEEN S

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Visa - Visit ( September to November )



To work for a professional organization, which motivates its employees to strive and continuously improve their skills to provide efficient solutions to the client.

## PROFESSIONAL PROFILE

- Over 4 years' experience in administration and supply chain management. BBM graduate with a proven track record in administration management, marketing, Operations, strategic alliance and customer relations.
- Experienced professional with strong leadership and relationship-building skills.

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## WORK EXPERIENCE

### 1. Customer Relation Executive Esaf Small Finance Bank, India

2018 - 2022

- Managing Customer Expectations
- Identifying new business in markets
- Recording daily Customer Transaction
- Solving the customer Queries

### 2. Customer Service Executive Muthoot Fincorp Pvt Ltd, India

2015 - 2017

- Verifying & filling all related documents attributes to Gold Loans till the finalization of the procedure
- Handling cash transactions day today.
- Forex Exchange

### 3. Medical insurance Compiler Revenuemed Pvt Ltd, India

2011 - 2013

- Receiving client claim form (EOB) and checking it as per the rules of the company's policies.
- Tally the cheque amount and treatment amount.

## EDUCATIONAL QUALIFICATIONS

### 1. MBA ( HR & MARKETTING ) - 2015 ( COURSE COMPLETE )

Anna University , Chennai

### 2. BBM ( Business Management ) – 2011

MS University , Tirunelveli

### 3. Higher secondary - 2009

Kanyakumari

## SKILLS

- Strong communication skills
- Self motivated professional
- Ability to work under pressure
- Good inter personal skills and Self learning
- Problem solving

## COMPUTER SKILLS

- Microsoft Office package
- Typing
- Basic Computer Hardware.
- Emailing

## ACHIEVEMENTS

- Participated certificate in a one-day regional level seminar in “PERSONALITY DEVELOPMENT” at Scott Christian College, India, Tamil Nadu in 2010-2011.

## PERSONAL INFORMATION

<b>Date of Birth</b>	: 30 <sup>th</sup> July 1991
<b>Sex</b>	: Male
<b>Marital Status</b>	: Married
<b>Religion</b>	: Muslim
<b>Nationality</b>	: Indian
<b>Languages Known</b>	: English, Malayalam& Tamil
<b>Passport No</b>	: M9532283