

UMA K. NARAIN

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WORK EXPERIENCE

- **Sales Coordinator & Administrator, Global Destination Tour & Travels, , United Arab Emirates**(Jul 2017 to Present)
- **Sales Coordinator & Administrator, JGB International L.L.C, , United Arab Emirates**(Sep 2010 to Jun 2017)

EDUCATIONAL BACKGROUND

- **Periyar University, Kerala , BBA, 2012,**

SKILLS

- **business operating strategy.**
- **• working knowledge of ms-office**
- **environments with a talent for problem-solving through reasoned thought**
- **leadership &**
- **• client/stakeholder management**
- **service delivery/engagement**
- **in customer relationship management and key account management.**
- **processes**
- **• wide energetic and able to perform well in self-managed and team- based**
- **teamwork.**
- **ms office delhi 1999.**
- **attention to detail and the ability to build and lead effective teams.**
- **as attested by employer satisfaction.**
- **and e-mailing tools like microsoft outlook**
- **express & lotus notes.**

PERSONAL BACKGROUND

- **Birthday:** - 1976-10-25