

# RAINA BENSILY

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*Intended to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help to explore myself to be a part of an organization that offers a challenging, stimulating, learning environment to work as a key player to attain my organizational and personal goals by hard work and dedication.*



## Qualifications

### TRAVANCORE ENGINEERING COLLEGE OYOOR KOLLAM UNDER KERALA UNIVERSITY

DEGREE: BTECH IN ELECTRONICS AND COMMUNICATION

DURATION: 7/2011 - 5/2015

## Skills

### Management Skills

- Problem Solving No matter what the job is, eventually something will go wrong and employers. – Critical Thinking Being able to think rationally and thoughtfully is the basis of critical thinking. Employers want workers who can think through a problem or a project and determine the best steps needed. Critical thinkers come up with new and better ways to work, making it an invaluable skill to put on a resume. – Flexibility Many organizations and industries covet employees who are dynamic and adaptable to every situation, or who have a natural ability to use a variety of methods and approaches in different circumstances to get the best end result. – Communication Whether it's written or verbal, being able to communicate with your boss, coworkers, and clients/customers in all situations is very valuable. The better you are at it, the better results you will generate. – Teamwork Most jobs will sometimes require you to work with other people at some point, and employers want to know that you can succeed in a team environment. Some jobs will prize this skill more than others. – Organization This is not just about having a neat desk, but organizing tasks and projects for your coworkers, management, and at the very least, yourself! If you want to show off your organization skills, having a tightly structured resume certainly helps.
- IT SKILLS. Operating systems (Windows) ... Office suites (Microsoft Office, Microsoft word) ... Presentation software (PowerPoint, Keynote) ... Spreadsheets (Excel, Google Spreadsheets, etc.) ... Communication and collaboration tools (Skype) ... Accounting software (TALLY ERP 9) Social media (Facebook, Gmail, Instagram, Whatsapp) Networking (CCNA, MCSE)

## Experience

### SERVICE COORDINATOR

1/2016 - 3/2018

- **Company Name:** Powertek enterprises pvt ltd Kerala India

- **Description:** Recruits and trains customer service or human resources employees.
- Manages employee schedule. •Acts as liaison between clients and company.
- Answers client and customer questions. •Addresses and resolves any issues and complaints. •Reports problems and unresolved issues to manager or director.
- Writes up reports of client and customer activity or complaints. •Presents reports to company director or manager. •Devises ways to improve customer service and client relationships. •Schedules meetings with prospective and existing clients.
- Meets with clients in person when working for a larger company such a marketing firm. •Travels locally for client visits or marketing pitches. •Assists customers in a retail setting. •Promotes company products and services. •Assists associates and account executives in closing sales and bringing in new clients.
- Assists in designing new promotional materials. •Researches consumer base to better serve the needs of the target demographic. •Works with marketing and PR department to handle any media appearances.

## JUNIOR ACCOUNTANT CUM SALES EXECUTIVE

9/2018 - Present

- **Company Name:** ROYALOK FURNITURE KOLLAM KERALA INDIA
- **Description:** Post and process journal entries to ensure all business transactions are recorded Update accounts receivable and issue invoices Update accounts payable and perform reconciliations Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines Assist with reviewing of expenses, payroll records etc. as assigned Update financial data in databases to ensure that information will be accurate and immediately available when needed Prepare and submit weekly/monthly reports Assist senior accountants in the preparation of monthly/yearly closings Assist with other accounting projects

### Projects

## SURVEILLANCE PRECISION USING BOREHOLE NAVIGATION ROBOT

1/2015 - 2/2015

### Achievements

#### Title

7/2020

- Royaloak furniture
- organized something to make it work better Identified a problem and solved it. - Come up with a new idea that improved things -Developed or implemented new procedures or systems -Worked on special projects -Received awards -Been complimented by your supervisor or co-workers -Increased revenue or sales for the company -Saved money for the company -Saved time for the company - Contributed to good customer service

### Interests

- Reading and writing books,articles.      Cooking and baking. Travelling
- Drawing, sketching and painting.

*Personal  
Information*

- **Date Of Birth:**  
9/8/1992
- **Nationality:**  
INDIA
- **Martial Status:**  
MARRIED
- **Religion:**  
CHRISTIAN

*References*

Request On Demand