



# Reeja James

## About Me

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. To seek professional opportunity which will fit my qualifications and experiences and mostly to contribute the growth of the company that employs me through the honest work performance and dedications.

## PROFILE

Name	Reeja James
Date of Birth	27 August 1998
Marital Status	Married
Nationality	Indian
Language	Malayalam, English,

## CONTACT

Address	jassim bldg Blue and White Room No. 507 Rolla Street, Burdubai
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Email	reejajames748@gmail.com

## PASSPORT DETAILS

Passport No	U3353556
Date of Issue	28/01/2020
Date of Expiry	27/01/2030
Place of Issue	Trivandrum



## EDUCATION

Pursuing	M.Com Indira Gandhi National Open University (IGNOU)
2016-19	B-Com University of Kerala
2014-16	Plus-2 (Commerce) Board of Higher Secondary
2014	SSLC  Board of Public Examinations, Kerala State.



## ADDITIONAL EDUCATION

2019	Certificate of Tally
2019	Certificate of G-Operator (Windows, Ms-Office, Internet & E-mail)
2016	Certificate of Photoshop

## SKILLS

Tally  
MS Excel  
MS Word  
Billing  
Typing  
Telemarketing

## LANGUAGES KNOWN

English  
Malayalam  
Tamil



## EXPERIENCE

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2020-21

**Madathil Enterprises Kollam**  
**Telemarketing, Billing and Sales**  
**Executive**  
6 months experience in the fields  
of Telemarketing, Billing, Sales,  
and Customer Service

2019-20

**Diginet Adoor,**  
**Receptionist**  
Worked as a front office  
staff dealing with Customer Relationships  
and Supplier management