



# AKSHAYA CK

SENIOR COORDINATOR

## PROFILE

I am a Coordinator with good communication and presentation skills, Also proven experience in Real Estate Sales Coordination and promotion in a self-driven environment.

## SKILLS

### Coordination & Communication

Sales, Product Presentation, Negotiation & Grievance handling etc..

### IT & Soft Skills

MS Office, Internet, Social Media, Tally  
Book Keeping and filing  
languages known - Malayalam, English & Tamil

## PERSONAL DATA

### Father : Anil Kumar CK

Mother : Suma P

DOB: 16-05-1997

Marital Status : Single

Sex: Female

### Reference

available on request

## HOW TO REACH ME

Home: +91 8113 931 287

Email: akshayacommeri@gmail.com

Facebook Id : Akshaya Achu

Address: CK(H), Parakkandi Parambu  
PO-Kommeri, Calicut-673014

Pass Port No: U4088996

Expiry date : 21/04/2030

## CAREER SUMMARY

### Senior Coordinator

Calicut Landmark Builders | Oct 2017 to present

- Coordination & Communication of products with clients and customers.
- Records and manage Sales files and documents.
- Preparation and promotion of sales promotion tools (images, leaflets, mailers etc..)
- After sales service - Grievance handling and communicate with concerned department.
- Participation and coordination of sales events and Property Shows.
- product and service presentation.

## EDUCATIONAL TRAINING

### University of Madras

Master of Business Administration

- Enrolled since . 2018 to 2020
- Taking up specialization courses in HR

### University of Calicut

Bachelor of Commerce

- Attended from Jun. 2014 to Mar 2017
- Taking Up specialisation in Finance & Cooperation

Govt. Achuthan Girls Higher Secondary School,  
Kerala

Plus Two Commerce

- Enrolled since . 2012 to 2014
- Taking Up specialisation in Finance