



AMALKUMAR C.M

CURRICULUM VITAE

OBJECTIVE

I would like to join an Organization that is driven to excellence and promotes professional development based on employee's efforts, loyalty and work ethics. To have an opportunity to work with a reputed organization and expertise to grow, develop and advance with the organization.

CAPABILITIES

- ❖ Good communication Skills and presentation skills.
- ❖ Ability to interact with variety of people from all background and build rapport.
- ❖ Team worker ability to work under supervision.
- ❖ Hard worker and dedicated.
- ❖ Confident with a positive attitude.

EDUCATION

- ❖ *Graduation : Completed From University of Calicut in the Year 2014-2017*
- ❖ *Plus Two : From Board of Higher Secondary 2012-2014*

WORK EXPERIENCE

TELE SALES AGENT: ATHENA BPO PVT.LTD, BANGALORE (2019-2020)

- ❖ Handle customer inquiries both over the phone and by email.
- ❖ Manage and resolve customer complaints.
- ❖ Provide customers with product and service information.
- ❖ Enter new customer information into system
- ❖ Update existing customer information.
- ❖ Identify and escalate priority issues.

Address:

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Mail

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Contact

Phone: +971562762952

Personal Details

Nationality: Indian

Marital status: Single

Passport No: T4859300

Visa Status: Visit Visa (till 10/05/2021)

Sex: Male

Date of Birth: 25-09-1996

Hobbies

- Watching Films
- Travelling
- Playing Football

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

SOFTWARE EXPOSURE

- Revit
- Auto cadd
- Photoshop
- Ms office
- Word
- Excel

- ❖ Follow up customer calls where necessary.
- ❖ Keeping statistical and financial records.
- ❖ Assessing and improving profitability.
- ❖ Setting targets.

MANAGER: BC CAFE, THRISSUR, INDIA (2017-2019)

- ❖ Keeping statistical and financial records.
- ❖ Agreeing and managing budgets.
- ❖ Promoting and marketing the business.
- ❖ Overseeing stock levels.
- ❖ Handling customer enquiries and complaints.
- ❖ Greeting and advising customer.
- ❖ Problem solving.
- ❖ Assessing and improving profitability.
- ❖ Setting targets.
- ❖ Making improvements to the running of the business and developing the restaurant.

DECLARATION

I hereby declare that the above mentioned statement are true and correct to the best of my knowledge. If I am selected I promise I will do my best.

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