



AJMAL HASSAN

CERTIFICATES

course in Microsoft excel and tally with gst during the academic year 2019-20. participated in a one day student workshop on " investment and personal Money Management " held on 3rd March 2020.

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time Management
Team player
Fast learner
Motivated
Good communication

CONTACT

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LANGUAGES

English (professional)
Hindi (professional)
Malayalam (prof.)
Arabic (elementary)
Tamil (conversational)

SOFTWARE SKILLS

OS : windows, Ubuntu
MS Office (Word, Excel, PPT)

OBJECTIVE

To secure a challenging position in a reputable organization to expand My learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize My training and skills, while Making a significant contribution to the success of the company.

WORK EXPERIENCE

COGENT E-SERVICES - KARNATAKA, INDIA

Customer service associate | October 2020- November 2021

- Help customers with complaints and questions, provide
- professional customer support.
- Give customers information about products and services,
- take orders, and process returns.
- Maintaining a positive, empathetic, and professional
- attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Keeping records of customer interactions, transactions,
- comments and complaints.

EDUCATION

B. COM. (SPECIALISED IN HUMAN RESOURCES AND MARKETING)

St. Aloysius college (autonomous), Karnataka, India | 2017-2020

PROJECTS

Promotion of the tourism industry by the transportation Industry

I have enquired about how transportation sector has helped in the promotion of tourism sector

I've taken a survey with people and the staffs of the government transportation And passenger as well

And after a strict evaluation on the survey I came to a conclusion that the transportation sector has helped in a big way in promoting tourism in India