



**NAME: AISHA C N**

**PHONE: +971562441189**

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## **CAREER OBJECTIVE**

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To obtain a challenging position in a progressive organization that expects a high level of performance and commitment from its employees. A Company where I can continue to make a positive contribution, and expect a good growth oriented environment.

## **WORK EXPERIENCE**

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2018 - 2019	<p>❖ <b>WIPRO TECHNOLOGIES (RAK BANK, UAE)</b> <b>Senior Associate 2018-2019</b></p> <ul style="list-style-type: none"><li>• Checking the daily requests from the customers and the respected companies.</li><li>• Checking the customer eligibility criteria as per their bank records through calls.</li><li>• Filtering the eligible customers from the requests.</li><li>• Arranging call back from myself for the eligible customers.</li><li>• Mailing the deals as per their request and their bank records.</li><li>• Report preparation for daily, weekly and monthly basis.</li></ul>
2017 – 2018	<p>❖ <b>BHG FOUNDATION</b> <b>Operation Head 2017-2018</b></p> <ul style="list-style-type: none"><li>• Assigning job for the field executives and collection executives.</li><li>• Arranging meetings with the sponsors and respected communities</li><li>• Hourly report generation according the sales team's updates.</li><li>• Report preparation for daily, weekly and monthly basis.</li><li>• Responding to calls &amp; mails.</li></ul>
2016 - 2017	<p>❖ <b>AABASOFT TECHNOLOGIES Pvt Ltd.</b> <b>Customer Executive 2016-2017</b></p> <ul style="list-style-type: none"><li>• Outbound call process.</li><li>• Calling the clients for clearing the debts.</li><li>• Update the client responses in CRM.</li></ul>

## **OTHER SKILLS AND CERTIFICATES**

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### **Computer Skills:**

- Microsoft office applications (Word, Excel, Office, PowerPoint, Outlook)

### **Language Skills:**

- Malayalam : (Native Tongue)
- English , Hindi : (reading, speaking and writing skills)
- Tamil : ( Speaking )
- Arabic : ( Reading and writing)

## **EDUCATION HISTORY**

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<b>BE Computer Science</b> Immanuel Arasar JJ College, Marthandam	<b>2016</b>
<b>Intermediate</b> Lajanathul Muhammadiya HSS, Alappuzha	<b>2012</b>
<b>High School</b> St.Joseph's G.H.S.S, Alappuzha	<b>2010</b>

## **PERSONAL COMPETENCIES**

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- Ability to work in a fast-paced environment to set deadlines.
- Excellent oral and written correspondence with an exceptional attention to detail.
- Reading comprehension, active listening, ability to follow and take directions.

## **PERSONAL DETAILS**

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Father's Name : Nizar. C. M.  
Age & Date of Birth : 25 years, 08.03.1994  
Marital status : Single  
Nationality : Indian Mother  
Passport No : T2581109

## **DECLARATION**

I hereby declare that all the above information are true and correct to the best of my knowledge and belief.

Place: Sharjah

Date:

AISHA. C. N

