



ARCHANA J.L.

Professional Summary

Passionate and a workaholic with extensive knowledge with customer Communications, Accounts handling and making good relationship with customers. Motivated to do hardwork so as to improve the personal skills and also to enhance or contribute for the growth of the company, passionate, articulate and self motivate for building relationship and also for the growth of the company.

Education

- Master of Business Administration
Anna University, Chennai
2015
- Bachelor of Business Administration
University Institute of Technology (Kerala University)
2009
- Higher Secondary (+2, Science, Kerala State Syllabus)
Government Higher Secondary School, Balaramapuram
2006
- Secondary (10th, General Subjects, Kerala State Syllabus)
New Higher Secondary School, Nellimoodu
2004

Work Experience

Clerk (2009-2013)

Sahyayoram Farmers Social Welfare Co-operative Society

- Account management and maintaining loan file.
- Build and maintain relationships with clients and prospects.
- Attend seminar to learn more professional skills for the job.
- Meet with potential clients to determine their needs.

Office Staff (2016-2021)

Renji Bharatgas Agencies

- Maintaining accounts handling customers and keep good relationship with customers.
- Define and coordinate the execution of company's policies and procedures.

HR Manager (2021 to Still working)

Vikas Clothier, Kattakada, Thiruvananthapuram

Get in touch!

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Skills

- Effective oral and written communication
- Accessing and analysing information
- Curiosity and imagination

Languages Spoken

- English
- Malayalam
- Hindi
- Tamil