

# ASWANI C

Client handling and Front office management experienced.

Marketing enthusiast.

Administration knowledge.

## PROFILE

As every professional job seeker, I am well equipped with a bunch of skills which will assure growth and knowledge updation as I will keep on improvising each day there by delivering prompt output to the institution and assuring quality beyond expectations.

## CONTACT

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aswanica10@gmail.com

Prasadham, Nellikode, Calicut, Kerala, 673016

## EXPERIENCE

### **Pee Jees Electronics, Calicut, Kerala**

JUNE 2018 TO TILL DATE

Role: Administrator

Job Description:

( PeeJees Electronics deals with Commercial and personal purpose sound system implementation and maintenance, specialised in JBL and SONY )

As it was a service oriented company, there were client enquiries to be handled, sales follow ups, billing, work followup, cocordinating with raw material suppliers, stock updation, deadline followups, installation and related updation, client feedback handling, leads generation, cold calling.

## SKILLS

- Good communication skills
- Problem solving skills
- A good listener
- Management skills
- Leadership quality

## EDUCATION

**BBA (Course Completed )**

2018

Providence Women's College,  
Calicut: University of Calicut

**HSE- Commerce**

2015

St.Josephs anglo Indian GHSS –  
Calicut