CURRICULUM VITAE



Darsana K

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**CAREER OBJECTIVE:**

Seeking a challenging position in an organization where I can explore my skills and abilities in the industry which provides an opportunity for career growth and development.

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**PROFESSIONAL SUMMARY:**

* **Bachelor of Commerce[B.Com]**
* **Diploma in Commercial Practice**

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**WORK EXPERIENCE:**

**Company Name : Vision Motors Pvt. Ltd.**

**Designation : Customer Relationship Executive**

**Duration : October 2017 to June 2020 (2years 9months)**

Role & Responsibilities:

* Post sales follow up
* Tele calling
* Capturing concerns
* Back office supporting

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**ACADEMIC DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University /Board** | **Pass Out**  | **Percentage** |
| B.com | University of Calicut, Kerala | 2016 | 72.75 % |
| Diploma in Commercial Practice | Technical Education  | 2013 | 75.30 % |
| Plus Two | Higher Secondary Board | 2010 | 61.40 % |
| SSLC | Kerala Board of Public Examination | 2008 | 78.00 % |

**ADDITIONAL QUALIFICATION:**

|  |  |
| --- | --- |
| Typewriting | English (Higher) |
| Malayalam (Lower) |
| Shorthand | English (Higher) |
| Malayalam (Lower) |

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**STRENGTHS:**

* Willingness to learn and work for new and innovative tasks
* Willingness to work in team
* Positive thinking

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**PERSONAL INFORMATION:**

Age : 27

Gender : Female

Nationality : Indian

Date of Birth : 21/01/1993

Hobbies : Dance, Listening Music.

Linguistic : English & Malayalam

Current City : Calicut

Marital Status : Married

Father's Name : Jayarajan K (Late)

Mother's Name: Gouri

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**DECLARATION:**

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

Yours faithfully

26-08-2020 **Darsana Karat**