

## WORK EXPERIENCE

WES CORPORATE  
SERVICES PROVIDER LLC  
Dubai, UAE  
Dec 2024- Till date

### Processing Officer.

- Keeping up-to-date with alterations to immigration Process.
- Meeting with prospective and extant clients to gauge which services they require.
- Providing clients with all pertinent documentation.
- Assisting clients with the completion of paperwork, and ensuring that this is submitted on time.
- Verifying the authenticity of paperwork and supporting documents.
- Preparing and providing invoices for your services.

SBI SECURITIES PVT LTD,  
Cochin, India  
Dec 2019 - Sep 2024

### Sales Support – Operations

- Expert in developing and generating comprehensive Monthly, Quarterly, Annually MIS reports and performing through data analysis using Power BI to monitor Auto Loan Metrics throughout Kerala.
- Skilled at providing exceptional coordination and support to a 150 Member sales team of New Car, Pre-Owned Car, and Super Bike Segments.
- Demonstrated ability to excel both independently and as a collaborative team member in high Pressure Environment.

WHITE CLOUD INFOTECH  
PVT LTD, Cochin, India  
Nov 2017 - Dec 2019

### Inside Sales- (Tele Calling- Team Leader)

- Spearheaded lead generation by executing strategic outbound calling and targeted email campaigns.
- Fostered potential client relationships through customized follow-up interactions.
- Streamlined lead distribution to enhance the performance of the outside sales team.
- Surpassed sales targets by leveraging and refining Management Information System (MIS) data.

NEST INFORMATION  
TECHNOLOGIES,  
Cochin, India  
Mar 2011 - Oct 2017

### HR & Admin Executive

- Optimized Onboarding Procedures, overseeing end-to-end management from initiation to delivery of Confirmation Letters, Employment Proof Letters, and Promotion Letters.
- Enhanced Attendance Oversight, tracking and validating employee time records with weekly reports on discrepancies to senior management.
- Facilitated Employee Off boarding, exit interviews and generating relieving documents.
- Managing Administrative Support to CEO Meetings, Calendar Management, Travel Arrangement, routine record keeping and creation of customized reports (Using Word, Excel).

## EDUCATION

Bharathidesan University,  
Trichy, India

Master of Science in Computer Science

MS University,  
Thirunelveli, India

Bachelor of Science in Computer Science

## SKILLS

- ♦ **Technical Skills:** Power BI, MIS, Data Analysis
- ♦ **Language:** English, Malayalam, Tamil

- ♦ **Soft Skills:** Team Work, Team Handling, Problem Solving

## **Excellence Awards by SBI Securities**

Overall Outstanding Performance- Auto loan Sales Support in Kerala Region. Recognition of outstanding performance in Retail Assets.