|  |  |
| --- | --- |
| Merlin Reena . J  **Contacts:**  nilanjosey@icloud.com  7550054604  Address for Correspondence:  NO.10 BCP 3RD Lane Royapuram  Chennai-600013  **Permanent Address:**  NO.10 BCP 3RD Lane Royapuram  Chennai-600013  Personal Data  **Date of Birth**: 02nd July 1995.  **Sex**: Female  **Nationality** : Indian **Marital Status** : Married **Languages Known**: English,  Tamil and Malayalam  **Interests and**  **Hobbies**: Cooking and watching Movie | Objective  To be associated with a progressive organization that gives scope to apply my knowledge, skills and to tune with the latest trends and be a part of the team dynamically work towards the growth of the organization and thereby again satisfaction in all aspects in the process.    Educational Qualification:  **B.Com ( Commerce ) Completed in the year 2015 from STELLA MARIS College Chennai Tamil Nadu**  **12th C.S.I Northwick Higher Secondary School Chennai**    **10**th **C.S.I Northwick Higher Secondary School Chennai**  Technical profile   * Operating Systems: Windows 98, 2000, XP. * Office Applications: MS Office 2000, Excel and Outlook Express.   Strength:     * Dynamic self starter and result oriented. * Ability to plan task and modify and upgrade as and when required to meet performance standard. * Adaptable to suggestion and comments on self-improvement. * Adaptable to changing work culture. * The art of handling people.     Personal Skills:   * Comprehensive problem solving abilities. * Willingness to learn. * Flexibility in working methods and schedules. * Analyzing abilities to find conclusion on facts. |

Career Profile:

Presently working As Client Relations at Max Hair Studio International Pvt Ltd ( From July 2015 till Date )

* Nature of Job
* Develop and enforce standard operating procedure to ensure effective control on revenue and expenses
* Direct and control all operations and reports according to the standards to the standards laid down by the company, maximizing revenue and profit to agree budgetary limits
* Support the Studio Head, Marketing and after sales team in related task
* Monitoring all the customer support and enquires to generate optimum revenue and profit.
* Maintain Daily and Monthly reports to evaluate the team performance
* Daily follow up of new clients to sign up for the procedure

Extra Qualification ( UGC career oriented program ) Stella Maris College

* Airline Theory
* Tourism &Hospitality Management
* Personnel Management

Declaration:

I hereby declare that all the details furnished above are true to my knowledge and if I am given an opportunity in your esteemed organization I will discharge all my duties to my superior in a sincere way.

PLACE: Chennai

DATE: SIGNATURE

Merlin Reena . J