



PRATHIBHA RAJ.T

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Personal Details

Address

PLAVILAYIL HOUSE
PUTHEN CHANDA.P.O
VALLIKUNNAM
PIN-690501
KERALA(STATE)
ALAPPUZHA(DIST)

Date of birth : 13.05.1988

Gender : female

Nationality : Indian

Marital status : Unmarried

Activities and Interest

Listening to music, Meeting with new people, cooking and Browsing net.

Career Objective

To hold a challenging position in a rapid growing organization, this provide the best environment for utilizing and improving all my abilities and interpersonal relationship.

Personal strength

- ▶ Strong Interpersonal skills.
- ▶ Sincerity towards jobs and punctuality.
- ▶ Able to cope under pressure.
- ▶ Excellent communication skills.
- ▶ Can work independently or as a part of team.

Work experience

10 Months working experience in MUTHOOT FINANCE LTD in Delhi as an ACCOUNT ASSISTANT.

Duties and responsibilities

- ▶ Preparation of daily statement, printout, setting of voucher. Filling of voucher, cash book, statement, advice etc.
- ▶ Cash payment of gold after checking documents and gold collect service charge.
- ▶ Tally physical cash with the book balance in the evening, writing proper documentation in the denomination register.

Domain Experience

Working at Intelenet Global solutions as
Customer care Executive from October 2016 to Till date.

Roles and Responsibilities

- Call customers using telephone
- Inform customers of overdue accounts and amount currently owned
Attempt to collect payment
- Ensure all customers information is correct, including phone numbers and addresses
- Sent Statements of delinquencies to credit bureau

Achievements

Awarded for being /Maintaining-Best Performer Award
from Intelenet Global solutions.



CERTIFICATE OF RECOGNITION

awarded to

Prathibha Raj T

for being /Maintaining - Best Performer .
in the month of - Oct'17



Navneet Gupta

Navneet Gupta
Director- Operations

Summer Internship Program

SIP Company :- IDEA Cellular LTD

Duration :- 3 month(1/04/09-26/06/09)

Executive Summery :- To sell 36 post paid connection during the SIP period

Educational Qualifications.

Professional

MBA course ICFAI University
(INC, Pathanamthitta 2008-2010)

Academic

Passed BA Economics From Kerala University
(N.S.S. Collage, pandalam2005-2008)

Passed Pre-Degree Course From University of Kerala
(A.G.R.M.H.S.S. Vallikunnam 2003-2005)

Passed S.S.L.C from Board of Secondary Education, Kerala
(A.G.R.M.H.S.S. Vallikunnam 2003)

IT skills

TALLY,MS word ,Power point

Vernacular Efficiency

English,Tamil and Malayalam

Declaration

I ,the undersigned certify that the above statements are true
to the best of my knowledge and belief.

Place :

Date :

Prathibha Raj .T