+91-7200560461

ABEEDA BEGUMK

abeedakalimullah@gmail.com

Professional Summary

Engaging client Relations Manager adept at developing often complex client proposals, proficient in various business operations including client billing conflict resolution and the implementation of effective business policies and procedure, specialize in developing and nurturing productive client relationships.

Core Qualifications

* Highly experienced with all facets of client relations,
* Solid understanding of billing and invoicing procedures,
* Ability to successfully manage multiple projects (LLP, PLC, Ltd, Sec 8, Nidhi and Indian Subsidiary)
* Sound knowledge of report generation related to client activities,
* Good oral and written communications skills,
* Excellent in coordinating with seniors and taking orders,

Experience

Relationship Manager (RM) 20thApr, 2015 to Still

**VERVE FINANCIAL SERVICES PRIVATE LIMITED(INDIAFILINGS)**Chennai

* Maintained professional and productive relationships with clients,
* Managed client relations and resolved issues as quickly as possible,
* Preparing the plan according to the client needs,
* Ensuring that work should be done on time,
* Presenting the plan in front of seniors,
* Implementing the suggestions in the plan,
* Performing design reviews across the organization,
* Ensured accuracy of monthly and quarterly reports,
* Supervising the each stage of manufacturing and giving suggestions,
* Set up monthly meetings with clients and answered client inquiries,
* Prepared detailed budget reports and financial statements for various clients,
* Training the new employees,.

ACHIEVEMENT

Inter – Group Competition return in NCC

AREA OF INTEREST

Client Relationship, HANDLING ESCALTIONS

ACADEMIC

BCA | Justice Basheer Ahmed Sayeed College for women | Madras University | 2012-2015 -57.17%

12th Standard | MBN Government Girls Higher Secondary | State Board | 2012- 65%

10th Standard | Cantonment Board High School | State Board | 2010- 57%

PERSONAL PROFILE

ADDRESS | NO: 8A MUTHUMARIAMMAN KOIL STREET, MOONGIL EARI PAMMAL

CHENNAI 600 075

Date of Birth | 18th January , 1995

Marital Status | Single

Father’s Name | Mohammed Kallimullah

Occupation | Turner

Gender | Female

Hobbies | Gardening, Listening Music Linguistic | Tamil and English

(Speak/Read/Write)

|Urdu and Hindi ( Only Speak)

DECLARATION

I hereby declare that above mentioned particulars are true to the best of my knowledge and belief.

Place: yours sincerely,

Date.

[ABEEDA BEGUM K]