



SONI C NAIK

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Objective

I am committed and flawless in the execution of my duties and have a proven ability to manage my work pressure. Also committed to achieving great results in the work that I do and is more than able to work independently and proactively when managing competing priorities.

Experience

- Pristine technology, Dubai UAE** May 2022 - Till date
Customer care executive
Manage large amounts of incoming phone calls
Generate sales leads
Identify and assess customers' needs to achieve satisfaction
Build sustainable relationships and trust with customer accounts through open and interactive communication
Provide accurate, valid and complete information by using the right methods
- Aman debt collection - Sharjah, UAE** Jan 2021 - March 2021
Debt collection officer
Reviewing the company debtor list.
Contacting customers and informing them of their overdue bills.
Advising customers on their payment options and suggesting methods of payments.
Negotiating suitable payment plans.
Maintaining customer payment records.
- Royal mart supermarket, Bangalore India** June 2019 - September 2019
Cashier
Receive payments by cash, card or voucher.
Accurately records customer purchase in a point of sale system.
Stock checking
Assist the customer

Education

- East West Institute of Technology** 2021
Master of Business Administration
8.68 CGPA
- Mangalore University** 2019
B. Com
71%
- Shantidhama PU College Bangalore** 2016
PUC
75%
- Prashanti English medium new high school** 2014
SSLC
63%

Skills

- Computer Literacy
- Team Building
- Quick learner

Projects

- Detailed Organization Study on Amul
- A Study on impact of Covid-19 on Quality education of UG and PG students

Achievements & Awards

- Obtained 1st rank in MBA from East West Institute of Technology
- Obtained best paper award for research "A Study on impact of Covid-19 on Quality education of UG and PG students" in MANTHANA 2021

Interests

- Financial Management
- Marketing Management
- Human Resource
- Business management with respect to any industries

Languages

- English
- Kannada
- Telugu
- Hindi - Beginner

Personal Details

- Date of Birth : 25/03/1999
- Marital Status : Single
- Nationality : Indian

Strength

- Self motivated
- Time management
- Communication skill
- Hard worker with smart decision