



KEERTHANA RAJEEV

About Me

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.



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EXPERTISE

- Management Skills
- Creativity
- Presentation skill
- Critical Thinking
- Leadership
- Problem Solving Skill

SKILLS SUMMARY

HTML, CSS, Javascript, Bootstrap
Angular, React, Express, Node

EXPERIENCE

Client Coordinator Baabte System Technologies Nov 2019 -Nov 2020

- Responded client inquiries via email, whatsapp and telephone .
- Converted leads to sales
- Cold call calling
- Worked in sales and marketing head and performed the duties Head assigned.
- Create and maintained monthly sales and marketing reports
- Assist with other duties such as data entry, clerical duties
- Managed company Social Media Accounts(FB, LinkedIn, Instagram, Twitter, GMB) and posted contents regularly.
- Create and post Articles Across multiple platforms.

EDUCATION

Calicut University Msc ComputerScience -2019

Calicut University Bsc ComputerScience - 2017

Higher Secondary computer Science - 2015

LANGUAGE

- Malayalam
- English