



ASWIN.G

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Deira, Dubai-U.A.E

T0474074

PERSONAL DETAILS

Date of Birth : 16-07-2001

Gender : Male

Marital Status : Single

Visa Status : Employment Visa

Nationality : Indian

Passport Issue Date : 13-05-2029

EDUCATION

WEB DEVELOPER

NSCHOOL ACDAMEY
2023

BSC COMPUTER TECHNOLOGY

Bharathiyar University
2019-2023

HIGHER SECONDARY SCHOOL

HSC
2018-2019

SKILLS

- Web Designer
- Professional Photography
- Adobe Photoshop (advanced)
- Adobe Premier Pro (intermediate)
- Adobe Illustrator (intermediate)
- Adobe Light Room (advanced)
- Average Knowledge in Computing & online research
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Critical thinking and decision-making skills
- Creative, passionate, and enthusiastic to work and collaborate
- Excellent interpersonal communication skills
- Customer Relationship Management (CRM)

ABOUT ME

Knowledgeable and dedicated customer service professional with extensive experience in administrative industry. Solid team player with outgoing, positive demeanor and proven skills in establishing rapport with clients. Motivated to maintain customer satisfaction and contribute to company success. Specialize in quality, speed and process optimization. Articulate, energetic and results-oriented with exemplary passion for developing relationships, cultivating partnerships and growing businesses.

WORK EXPERIENCE

Customer Services & Managing & Graphic Designer

AVO STUDIO L.L.C | Dubai-U.A.E

AMEERAGA VALAI OLI YOUTUBE CHANNEL



2023 - Till Date

- Maintained high standards for customer services and quality assurance including approaching.
- Average experienced Govt. applications such as Tas-heel, MOI, MOHRE, ICP, MOFA, GDRFA, EHS, SEDD, and DED.
- Knowledgeable of accounting procedures including accounts payable, receivable, deposits, and all other confidential records.
- Average knowledge of Photograph studio portraits, Sports, weddings, modeling, school portraits, graduations, and special events using DSLR.
- Facilitated cross-departmental collaboration, resulting in increased efficiency and timely project completion.
- Supported customer questions and issues by gathering data, analyzing needs, evaluating possible resolutions and implementing best solutions.
- Prepare all kinds documentation for Visit Visa and Tourism purposes all over the world.
- Create professional Resume, CV, NOC, Prepare EMARATax files, Data entry & Lead generation.
- Process Photos, edit and retouch images, and restore photos using Adobe Photo programs.
- Research new technologies and creative innovations to improve skill and departmental processes.
- E-commerce & online customer support.
- Average knowledge in creating content and reels for social media.
- Managing all kinds of Public Relations official tasks.

LANGUAGES

- ENGLISH
- HINDI (Little)
- Malayalam
- Tamil

CERTIFICATE

- Bachelor Of Science Certificate
- Entrepreneurship Development Program Certificate
- Front End Web Development React Certificate

HOBBIES & INTERESTS

- Photography and sketching
- Local meetup and camping
- Badminton and Video Gaming
- Driving and Youtube

SALES OFFICER (Business Loans & Personal Loan)

HDFC BANK | COIMBATORE - INDIA 

2022 - 2023

- Acquired and managed a portfolio of business and personal loan clients.
- Conducted market research to identify potential clients and target segments.
- Assisted clients in loan application processes, ensuring accuracy and completeness of documentation.
- Achieved and exceeded monthly, quarterly, and annual sales targets through strategic planning and execution.
- Provided tailored loan solutions to businesses based on financial health and growth plans.
- Evaluated the creditworthiness of clients and recommended loan amounts and terms.
- Coordinated with credit and risk management teams for loan approvals and disbursements.
- Conducted post-disbursement activities and maintained strong relationships with clients.
- Participated in marketing activities and promotional events to enhance visibility.
- Prepared regular reports on sales activities, pipeline status, and market feedback

DISPATCHER - PART TIME

6Months

THE PROFESSIONAL COURIER | COIMBATORE-INDIA



- Handle inquiries and complaints from customers regarding their deliveries.
- Provide accurate information about delivery statuses and estimated arrival times.
- Maintain accurate records of deliveries, including times, routes, and any issues encountered.
- Input delivery data into the company's logistics software for tracking and analysis.
- Resolve any issues that arise during the delivery process, such as vehicle breakdowns, traffic delays, or package problems.
- Monitor and evaluate the performance of couriers, providing feedback and training as needed.

DECLARATION

I hereby certify that the above particulars are true and correct to the best of my knowledge.

(ASWIN.G)