



Amrutha Ashok

My career objective is to work in a reputed organization that can fully tap the potential in me, in contributing substantially towards the growth of the organization by providing an intellectually stimulating and nourishing environment.



+91 9150868145



amruthaashok90@gmail.com

Languages known :
English, Hindi, Malayalam
and Tamil

Skills

- Tally with GST
- Peach tree
- Quick Book
- DAC Easy

Work Experience

(1) EURO EXIM

Mar 2023 - present

Designation: Business Development

Roles and Responsibilities :-

- Proactively reaching out to the agents to maintain good relationship as well as to cultivate business opportunities.
- Generate and manage a steady flow of enquiries, responding promptly and professionally to agent queries and also giving competitive shipping liner rates to potential clients.
- Actively contribute to the development of sales strategies and marketing initiatives.

(2) Kotak Mahindra Bank

Duration: Nov 2018 -June 2019

Designation: Relationship Manager

Roles and Responsibilities :-

- Customer acquisition through referrals.
- Ensuring growth of overall relationship value of the customers and meeting prospects by providing speedy and efficient services.
- Cross sell of third party products like MF, Insurance etc.
- Customer Profiling, educating customers about product and services.
- Focusing on customer Retention

(3) Hong Kong and Shanghai Banking Corporation

(HSBC) GSC, Vizag

Customer Support Executive (Banking & Credit Cards)

Duration: Feb 2017 – April 2018

Roles and Responsibilities :-

- Handling Personal banking customers for both Banking and Credit Cards
- Objection handling the customers those who are not happy with service
- One of the top performers of the year 2017.
- Customer compliments received for providing good service and understanding their concerns

(4) Alacrity Recruitment Services, Vizag

Designation: HR Recruiter

Duration: May 2016- Feb 2017

Roles and Responsibilities :-

- Conducting candidate interviews.
- Providing consultation to candidates.
- Selecting appropriate candidate resumes from job portals and initiating contact for job openings.
- Maintaining a good relationship with both the clients & candidates through diligent follow-up.

(5) Vaid Logistics (C&F of Dalmia Cement) at

Cochin, Kerala

Operations Executive

Duration: Jan 2013 – Nov 2013

Roles and Responsibilities :-

- Managing the staffs in different site location by frequent communication and Visit
- Railway Paper Documentations & E-filing
- Getting stock management and truck halting report
- Making sure the stocks (cement) are in good condition.

Education History

Sept. 2010- July 2012

Coventry University--United Kingdom

- MBA Logistics

July 2007- April 2010

Mahatma Gandhi University--(Aluva) Kerala

- Bachelor of Business Administration (BBA)

July 2005 - 2007 March

.N.M. Higher Secondary School -(Moothakunnam) Kerala

- Higher Secondary

2005 March

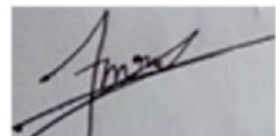
St Aloysius School - (N.Paravur) Kerala

- 10th

Declaration

I hereby undertake that the above details are true to the best of my knowledge.

Sincerely,

A rectangular box containing a handwritten signature in black ink. The signature is stylized and appears to be a name followed by a surname, possibly 'Anand'.