

SALEESHA KR

EXPERIENCE

Feb 2015
May 2018

SALES ASSOCIATE

Vodafone Essar | Thrissur, Kerala, India

- Successfully assisted customers in selecting products, driving sales and exceeding monthly targets.
- Provided exceptional customer service by addressing inquiries, concerns and resolving issues promptly.

Sep 2021
Jun 2023

ADMINISTRATIVE COORDINATOR

Hotel Apsara | Chalakudy, Thrissur, Kerala

- Maintained organized and efficient filing system for important documents and records.
- Managed office operations including scheduling, inventory management, and customer service duties.
- Proficient in hotel booking systems and software, facilitating smooth and efficient reservations.
- Skilled in negotiating rates and packages to ensure cost-effective bookings for clients.

EDUCATION

Jul 2018
Apr 2021

DIPLOMA IN CIVIL ENGINEERING

ISBM University

Apr 2012
Feb 2014

DRAFTSMAN CIVIL

MTI

SKILLED DIPLOMA IN HR ADMINISTRATION

Learn Digital Academy



✉ saleeshanithin95@gmail.com

🏠 Zone-91 Street-863 Al Wukair, Doha

📞 77301962

OBJECTIVE

Proactive, customer-orientated retail professional with over 4 years of experience in reputable shops. Received 3 'Passion Awards' for delivering outstanding service and have consistently surpassed my target KPIs for mystery shoppers.

SKILLS

- Sales
- Administration
- Supervision

LANGUAGES

- English | Advanced
- Hindi | Elementary
- Malayalam | Native
- Tamil | Intermediate