



Najma T

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Abu Dhabi UAE

OBJECTIVE

To associate with a vibrant organization that seeks a challenging career and that provides a hierarchical achievements by contributing to growth as an individual.

EXPERIENCE

January-
2022 -
September-
2022

- **Relationship Manager**

Enrich financial solutions Private Limited, Ernakulam

- Building and maintaining strong relationships with prospective and existing clients.
- Maintaining a deep knowledge of stock market trend and company products and services.
- Support customers to create Demat account and provide assistance and required trade support.
- Identifying clients requirements 100 % and proposing suitable solutions by ensuring client satisfaction within accurate time.
- Involved in team work and as the team leader maintained 10 % increase in first quarter.
- Collected and researched the informations related to trade and increased 20 % sales profit in second quarter.
- Keeping daily reports in Ms Office through handling CRM software.

November-
2022 -
November-
2023

- **Administrative Officer**

Elizabeth Public School, Dehradun

- Managing finance, policies and logistics of the institution.
- Organizational communication and accomplishment of responsibilities.
- Arranging meetings according to the requirements also coordinating various programmes successfully.
- Good judgment and decision-making aptitude, also given attention to detail conflict management.
- Assist in activities related to recruitment selection process of staffs and students.
- Scheduling and record maintained through programs such as Microsoft office - (Excel, Word and powerpoint)

EDUCATION

2021

- **MBA in Marketing and Finance**
Lead College of Management
70 %

2019

- **BBA Finance**
Najath Arts and Science college

2016

70 %

- **Higher Secondary**
DBHSS School
85 %

SKILLS

Strong organizational and time-management capabilities.

100%

Attention to detail and prioritizing tasks effectively.

100%

Strong communication and interpersonal skills.

100%

Willingness to work both independently and collaboratively.

100%

Strong problem solving and analytical skills.

100%

PROJECTS

- **Quality checking of Rubber products**
From Crumb Rubber factory Mannarkkad kerala, Collected the datas of employees and find the quality of materials used for manufacturing Rubber and related products.

ACHIEVEMENTS & AWARDS

- Promoted and increased sales profit of 20 % by analysing and researching of trade market situations.
- Trained and mentored a sales team of 5 people as a team leader.
- Successfully achieved Employee of the month in the second quarter by target accomplishment and contributing new strategies.
- Assisted and arranged online sessions for customers between 60 + people for trading support.
- Found new clients and maintained the relationship with outstanding service.

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

DECLARATION

- I do hereby declare that above particulars of informations and facts stated are true, correct and complete to the best of my knowledge and belief.

INTERNSHIP

- Internship with Certification in Accounting techniques (CAT) completed from ICAI (Institute of Cost Accountants of India) Mannarkkad, kerala.

CERTIFICATIONS

- Successfully completed CAT(Certification in Accounting technicians) from ICAI - The Institute of Cost Accountants of India
july -2018