

Abshar Khatoon

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CAREER OBJECTIVES

To make optimum utilization of my acquired knowledge & Skills and to contribute in the best possible way for betterment of the Organization and self.

WORK EXPERIENCE

Aludecor Laminations Pvt. Ltd

Sr. Executive (Business Process Management)
September 2021 - Present

KRA -

Coordinate to various department from getting PO to till payment receiving along with dispatch, Report Preparation in Microsoft Excel & Google sheets, follow up with users and issues handling, MIS Preparation, Data analysis, customer and sales support, new process implement and Pilot testing, provide training to users on internal processes and new projects, Work in SAP for order checking by using T-Code – VA05, MB52, MB51, MB5T, ZSD112, ZSD113)

Vraman Special

Executive (Tour Consultant)
April 2016 – June 2020

KRA-

Prepare package itinerary
customer service and support
Sale tour packages
Ticketing and hotel booking
Prepare Invoice and Billing

ACADEMIC QUALIFICATION

Bachelors of Commerce with 58% Marks
from Calcutta University)

PROFESSIONAL CERTIFICATION

Data Management Executive

From CEOITBOX in December 2021

Certified Industrial Accountant

From Institute of Computer Accountant in
August 2021

Customer Relationship & Sales

From Tech Mahindra Foundation in
February 2016

SKILLS

Drafting Emails
Proficient Communication Skill
Interactive and queries handling
Advance Excel
MS Office
MS-PowerPoint
Google Sheets, Google forms
Microsoft Teams

PERSONAL ATTRIBUTES

Keen Learner
Interactive and self-confident
Strongly committed to service excellence
Hard working and multi-tasking
Ability to work as individual & team

PERSONAL DETAILS

Date of Birth - 04/10/1994
Marital Status - Unmarried
Hobbies & Interests - Listening music,
Watching movies

LANGUAGES

English (Read, Speak, Write)
Hindi (Read, Speak, Write)
Urdu (Read, Speak, Write)
Bengali (Read, Speak)

Signature -

Date -