




ALISHA RAJEET

CONTACT

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PERSONAL BIO

Nationality: Indian
Marital Status: Single
Visa Status: Father's
Sponsorship
Availability: Immediate
Driving License: Available

CAREER OBJECTIVE

To accept a challenging career with a progressive and dynamic organization so as to, enhance and develop my creative skills for mutual advantage and to add value to the organization. Also, to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

- Cold Calling
- Copy Editing
- Writing Skills
- MS Word
- MS Excel
- MS Power Point
- Tally ERP 9
- Article/Report Writing
- Social Media Mgt
- Proof-Reading
- Creating Infographics
- CRM Management

EXPERIENCE

CONTENT WRITER (Freelance)

(2016 - Present)

- Utilized strong communication skills and knowledge on business management subjects, when writing and editing similar material for corporate and university-based individuals.
- Applied creativity and brainstorming skills when coming up with new materials for a plethora of tasks and assignments.
- Proposed creative and unique ideas for themes, content and exercises in the relevant business field.
- Created content that are focused on business management subjects.
- Assisting individuals in corporate firms and universities to compile and develop reports, presentations, essays, surveys, induction training materials, etc.
- Develop content for advertisements in the Real Estate Sector.

EDUCATION

BBA

2015-2018

Majors in Business
Management- Cromwell UK
College, Ajman

LANGUAGES KNOWN

-English: Fluent

-Hindi: Fluent

-Malayalam: Fluent

-Tamil: Intermediate

-Urdu: Fluent

HIGHWAY SPARK TECHNICAL SERVICES L.L.C

ADMINISTRATION

July 2018 — July 2019

- Constant check up with existing clients by taking up their feedback about the maintenance service and letting the maintenance team know it and change accordingly.
 - Preparing monthly invoices for the maintenance service provided to the existing clients and preparing tenders, quotations and cash invoices for the agreed quotations after the work completions.
 - Following up on pending payments and ng m based on dates received.
 - Proper bookkeeping of all bills, receipts, cheques and other important documents for future reference.
 - Providing real-time scheduling support by booking appointments and preventing conflicts.
 - Provide back-up support of operations with miscellaneous administrative duties.
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AL REEF COMMERCIAL KITCHEN DESIGN SERVICES

MARKETING

Dec 2016 —Oct 2017

- cold calling new potential clients, client business referrals, or web leads.
- Provide prospective customers/clients with all services offered, and additional presentations as needed.
- Work with client to create solutions for their needs and consult through the sales process.
- Maintain close client communications while clearly defining marketing objectives.
- Excelled in marketing the said services to Hotels under the EMAAR Group, and other 5-star hotels and acquired projects from the same.

ADMINISTRATION

- Maintain and manage client database with details of deals, contracts and payments.
- Answer phone calls: This can involve taking messages or directing calls to appropriate personnel, and even directly answering general questions from clients, customers, and others.
- Entering invoices, payments and all other bank transactions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department