

# SRADDHA B.NATH

DUBAI

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+971561260551

## Experience

### Financial Advisor

FOURTH VENTURE COMMERCIAL BROKERS • UAE

04/2024 - Present

- Provided excellent customer service by building rapport and understanding the needs of customers
- Executed company policies, procedures, and safety standards to ensure office discipline and safety
- Trained new team members each month on company procedures and standards
- Managed diary and scheduling for to ensure efficient operation
- Coordinated with different departments to streamline communication and workflow
- Assisted with administrative tasks such as filing systems and document management

### Receptionist/Office Assistant

NOUR AL ABIB GROUP • UAE

06/2023 - 04/2024

- Provided exceptional customer service and accurate information about products to clients
- Maintained a clean and organized office environment at all times
- Greeted clients in a professional and welcoming manner
- Communicated effectively with clients and colleagues
- Assisted with administrative tasks as needed
- Demonstrated a willingness for self-development and improvement in job performance

### Telesales Representative

FATIMA GROUP • KERALA

08/2022 - 06/2023

- Utilized strong sales skills to engage with customers and build rapport over the phone
- Demonstrated excellent negotiation abilities to close sales in the real estate industry
- Reported detailed sales information to the manager at the end of each day
- Independently managed client relationships to drive sales and achieve targets
- Streamlined work processes using MS Office to provide exceptional service
- Collaborated with team members in a supportive environment to achieve sales goals

### Business Associate

ALZA INCORPORATION • KERALA

05/2022 - 08/2022

- Demonstrated knowledge of financial products, software, rules, and procedures
- Developed a network of distributors and dealers through various communication channels
- Conducted negotiations on prices, terms, and sales agreements
- Managed customer inquiries, complaints, and orders effectively
- Collaborated with colleagues in different sectors to ensure smooth operations
- Provided regular market and sales reports to the manager

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## Skills

Customer service, Computer literacy, Time management, Communication skills, Microsoft word, English, Leadership, Guest services, Account Management, Python, Microsoft excel, Data Science, Power BI, Presentation Skills, Presentation Design, HTML

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## **Education**

### **BACHELOR OF COMPUTER APPLICATION**

AMSTECK ARTS AND SCIENCE COLLEGE • INDIA

11/2022

Received Best NSS candidate certificate in 2022

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### **Plus two**

CHOVVA HIGHER SECONDARY SCHOOL • INDIA

05/2019

Best NCC candidate award

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## **Languages**

English, Hindi, Malayalam, Tamil, Arabic

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## **Certificates**

NSDC certified python-Data science certification , UNICEF best candidate certificate

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