

# RAHAMATHULLA T

## CONTACT

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THANJAVUR TAMILNADU  
INDIA

## SKILLS

INTRODUCTION TO EXCEL

ADVANCE EXCEL

FINANCIAL ACCOUNTING

BUSINESS ANALYTICS WITH  
WORKSHEET

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION

Periyar Maniammai University - Thanjavur

8.13 CGPA

2023

### HSC

Al Mubeen matriculation Higher Secondary School -  
Thanjavur

68%

2020

### SSLC

Al Mubeen matriculation Higher Secondary School -  
Thanjavur

71%

2018

## COMMUNICATION SKILLS

Highly Skilled the in Professionally  
Communicating Among Peers in English and  
Tamil.

## PROFILE

Dedicated and detail-oriented professional with a strong background in documentation management and back office operations. Seeking to leverage proven organizational and communication skills to effectively handle documentation tasks and administrative responsibilities in a dynamic work environment. Eager to contribute to streamlining processes, ensuring accuracy, and supporting overall operational efficiency. Aspire to utilize my proficiency in handling documentation systems and providing comprehensive back office support to contribute significantly to the success of the organization

## WORK EXPERIENCE

### RELATIONSHIP EXECUTIVE

CAFS FINANCIAL SERVICE

SEP-2023- NOV 2024

- Identify potential customers and generate leads through various channels such as referrals, cold calling, networking, and other promotional activities.
- Manage the entire sales process from lead generation to closing deals. This includes understanding customer needs, presenting suitable insurance plans, and ensuring a smooth sales process.
- Develop and maintain strong relationships with clients to enhance customer satisfaction and loyalty. Address customer queries and concerns promptly and professionally.
- Meet and exceed sales targets set by the company. Work towards achieving individual and team sales goals while maintaining high standards of professionalism.

## PROJECT PERFORMED

### EMPLOYEE'S JOB SATISFACTION IN AL-MUBEEN MATRICULATION HIGHER SECONDARY SCHOOL IN AYYAMPET, THANJAVUR

AT PERIYAR MANIAMMAI UNIVERSITY- THANJAVUR | 2023

This study was performed to Al-Mubeen school employee's, And the study found that employees who were satisfied with their compensation had higher level of job satisfaction. The work was published in the "Two DAY International conference on Emerging Management and Technology Practices" which was held at Periyar Maniammai University, Thanjavur on 12th and 14th of April, 2023.

## COURSES COMPLETED AND CERTIFICATIONS AWARDED

- Simplilearn certification for the completion of the course on "Introduction to excel"
- CSC certification for the completion of the course on "Advance excel"
- CAFS certificate for highly contributing in "Team sales of month"