



## **GRAZY G**

D/o, George M

Katteakarar House, Chandrapuram,

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**Mobile: 9025363258**

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### **PERSONAL SUMMARY**

Multi-tasking professional well-known for successfully turning problematic customer accounts into ongoing, lucrative contracts. Pursing an account manager role where hard work and dedication will be highly valued.

### **WORK HISTORY**

***Admission Counsellor and Administration February 2016 to 2022 at IITT Distance education centre, Coimbatore.***

- ✦ Review incoming applications, verify applicant information and materials, and provide assistance in making final approvals for college admission.
- ✦ Handling customer complaints and special requests.
- ✦ Supervise the day-to-day operations of front desks and reception areas.

### **PERSONAL QUALITIES**

- ✦ Adequate interpersonal and written communication skills.
- ✦ Good in building and maintaining relationship.
- ✦ Can manage Multi tasks.
- ✦ Ability to interact with customer to develop business.

## **EDUCATION**

### **Master of Business Administration (MBA ISM)**

Specialization in information system management (Pursuing)  
Bharathiar University, Coimbatore.

### **Bachelor of Computer Application (B.C.A)**

Specialization in Computer Application (Aggregate – 65%)  
Alagappa University, Karaikudi.

### **Higher Secondary Education (HSC)** (Aggregate – 69%)

Presentation Convent Girls Higher Secondary School, Coimbatore

## **COMPUTER KNOWLEDGE AND TYPE WRITING**

- ✦ MS-Office & Internet Applications
- ✦ English – Typewriting in English

## **SKILLS**

- ✦ Goals and performance
- ✦ Payment processing
- ✦ Order management
- ✦ Sales expertise

## **Personal Profile**

Husband's Name	: G Martin joseph
D.O.B	: 14.08.1987
Gender	: Female
Marital Status	: Married
Nationality	: Indian
Language known	: Tamil, English, Malayalam

I hereby confirm that the information given above is true to the best of my knowledge and belief.

Place: Coimbatore

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