

# NIVEDHA JAYARAMAN

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## Work Experience

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### **Customer support,Administrative Officer,Human resource excutive (HR)**

KMC Public Senior Secondary School - Tiruppur, Tamil Nadu

April 2023 to Present

Currently working in Kmc public school as a admission officer,HR, Administrative officer,Data entry, Customer support and transport incharge

### **Customer support executive, Chat support,Administrative officer and Admission Officer**

Aakash Educational Services Pvt. Ltd - Tiruppur, Tamil Nadu

June 2022 to March 2023

Iam working as a admission officer and making inbound and outbound calls,fees collection executive in aakash byjus

## Education

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### **Bca in Computer Applications**

Tirupur kumaran college for women - Tiruppur, Tamil Nadu

June 2014 to December 2017

## Skills / IT Skills

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- Customer service
- Maintenance
- Leadership
- Communication skills
- Organisational skills
- Interviewing
- Customer relationship management
- Human resources
- Recruiting
- Sourcing
- Team management
- Microsoft Office
- Cold calling

- Microsoft Excel
- Banking
- Financial services
- Administrative experience
- Email marketing
- Academic counseling
- Customer service
- Help desk
- Experience working with students
- Google Docs
- Personal assistant experience
- Organizational skills
- HR sourcing
- Business development
- Classroom management
- Management
- Typing
- Salesforce
- Analysis skills
- Clerical experience
- Project management
- Human resources management