


SOPHIYA J

BA ENGLISH LITERATURE



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PROFILE

BA in English Literature with strong English communication skills and proficient computer knowledge. A quick learner with a strong work ethic, I am eager to kickstart my career and apply my knowledge in a dynamic work environment. With a passion for continuous growth and a keen eye for detail, am ready to contribute to the success of an organization as a dedicated and proactive team member.

SKILLS

- Proficient in typewriting in both English and Tamil languages, ensuring accurate and efficient typing for various purposes.
- Proficient in CLIS.
- Possess strong communication and soft skills, including excellent verbal and written communication, active listening, problem-solving, teamwork, and adaptability.
- Skilled in utilizing the Microsoft Office.

EXPERIENCE

TELECALLER

JIO

- Accomplished Telecaller at Jio Company, delivering exceptional customer service and meeting sales targets.
- Consistently exceeded performance expectations through effective communication and persuasion skills.
- Managed customer inquiries, resolved issues.

WORKSHOP

- Imbued with an aura of literature, I actively participated in a state-level workshop on English literature, enriching my understanding of literary theories and refining my analytical skills.
- Expanded my knowledge and passion for English literature by attending a state-level workshop dedicated to exploring various literary genres, techniques, and historical contexts.
- Demonstrating a commitment to personal growth, I seized the opportunity to enhance my soft skills by participating in a national-level workshop, which focused on communication, leadership, and personal development strategies.

EDUCATION

HIGHER SECONDARY SCHOOL

Christhu Jothi Matriculation Higher
Secondary School
2019 - 2021

BACHELOR OF ARTS IN ENGLISH LITERATURE

Erode Arts and Science College
2021-2024

LANGUAGES KNOWN

- Tamil
- English
- Hindi