



NAME : J RAMYA

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OBJECTIVES

TO SEEK A CHALLENGING POSITION AND TO DEDICATE MY SERVICES TO A REPUTED ORGANIZATION TO EXPOSE MY TALENTS AND SKILLS.

EDUCATIONAL QUALIFICATIONS:

COURSE	YEAR OF PASSING	NAME OF THE INSTITUTE	UNIVERSITY	PERCENTAGE
MBA BFM	2018-2020	SCHOOL OF DISTANCE EDUCATION	BHARATHIYAR UNIVERSITY	61%
BBA BPM	2015-2018	PSGR KRISHNAMMAL COLLEGE FOR WOMENS	BHARATHIYAR UNIVERSITY	56%
HSC	2015	PSGR KRISHNAMMAL COLLEGE FOR WOMENS	TAMILNADU STATE	68%
SSLC	2013	CSI GIRLS HIGHER SECONDARY SCHOOL	TAMILNADU STATE	65%

AREAS OF INTEREST:

- CUSTOMER SUPPORT EXECUTIVE
- MARKETING SKILLS
- DATA MANAGEMENT
- GOOD LEADERSHIP
- LEARNING LANGUAGES
- FINANCIAL ANALYSIS
- DIGITAL MARKETING

PERSONAL PROFILE

DOB : 23.09.1998

FATHERS NAME : M. JEYAGOPAL

GENDER : FEMALE

MARITAL STATUS : SINGLE

BLOOD GROUP : B+

NATIONALITY : INDIAN

LANGUAGES KNOW : TAMIL (Reading, Writing, Speaking)
ENGLISH (Reading, Writing, Speaking)
TELUGU (Speaking)

ADDRESS : 23, 2nd Sasthiri Street , Gokulam Colony,
Papanaickenpudur, Coimbatore 641041.

WORK EXPERIENCE

Eazy link Academy, Coimbatore— *Global Student Counselor*

December 2022– Present

- Provided personal and group counseling to students.
- Provided academic advising and educational planning for students.
- Assisted with documentation and course, country confirmation.
- Maintained databases in programs including excel, g sheet, access and file maker.

Sree Pashmi Institute of Management and Science, Coimbatore— *Student Counselor*

November 2021– October 2022

→ Communicated with students and provided beneficial advice on university 's and college choice and admissions process.

→ Maintained student records, organized files, and managed large databases.

→ Communicated with students and parents; served as a mentor and helped troubled youth.

→ Worked with financial aid office to verify student's applications and discuss payment options.

Sanitiz Technology, Coimbatore — Office Administrator

November 2020 – June 2021

→ Managed payroll and solving and related problems.

→ Communicated closely with Head of Operations regarding the needs, concerns, or issues in the office.

→ Developed relationships with customers, vendors

→ Created and updated spreadsheets and presentations for weekly, monthly and quarterly updates to upper management.

INTERSHIPS:

Sibi Polymers, Coimbatore — Trainee

December 2017- December 2017

→ I am exposed to real work environment experience and at the same time gain knowledge through hands-on observation and job execution.

→ Developed skills in the product manufacturing to marketing stage.

EXTRA – CURRICULAR ACTIVITIES:

Government of Tamil Nadu department of Technical Education has passed the Junior and Senior grade (TYPE WRITING ENGLISH & TAMIL).

Diploma in Yoga (TAMIL NADU EDUCATION AND SPORTS UNIVERSITY).

DECLARATION:

I HERELY SOLEMNLY DECLARE THAT THE ABOVE AND SAID DETAILS ARE TRUE TO MY KNOWLEDGE AND BELIEF.

THANKING YOU

PLACE: COIMBATORE

SIGNATURE

DATE:

(J. RAMYA)