



Jeyaprakash Govindarajan

Coimbatore, India 641026

+919080499155 | jaiprakash2772@gmail.com

in <https://www.linkedin.com/in/jeya-prakash-665597142>

Objective

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Education

- **PSG College of Arts and Science** 2012 - 2015
Bachelor of Computer Applications
62%
- **Hindustan College of Arts and Science** 2015 - 2017
Master of Business Administration
67%

Experience

- **Kotak Mahindra Bank Ltd** Feb-2018 - Dec-2019
Sales Coordinator
 - Liased with customers, management, and sales team to better understand customer needs and recommend appropriate solutions.
 - Kept detailed records of sales and customer information in updating database regularly to maintain top-notch service.
 - Handled customer inquiries by staying up-to-date on market and industry trends and finding unique solutions to issues.
- **TNQ Technology Pvt Ltd** Jan-2020 - Sep-2021
Operations Executive
 - Strategically coordinated operations according to objectives and capabilities, effectively allocating resources to meet demands.
 - Built and strengthened relationships across functional leadership areas to keep operational plans interconnected and effective.
 - Applied excellent problem-solving, process development, and strategic implementation skills to lead and support all areas of operations.
 - Drove team engagement to achieve aggressive company targets.
- **Byjus The Learning App** Oct-2021 - Feb-2023
Business Development Executive

- Identified business development challenges and customer concerns for proactive resolution.
- Met with customers to discuss and ascertain needs, tailor solutions and close deals.
- Increased sales with execution of full sales cycle processing from initial lead processing through conversion and closing.
- Met existing customers to review current services and expand sales opportunities.
- Monitored service after sale and implemented quick and effective problem resolutions.

- **Arcanoe Consultants Pvt Ltd**

Mar-2023 - Aug-2023

Academic Advisor

- Addressed students questions and issues regarding online courses within a specified timeframe.
- Ensure students meet educational goals as primary guide through degree requirements.
- Furnish course registration, generation of Conditional Offer Letter, scheduling classes, Fee payment assistance to students.
- Identify at-risk student scenarios and highlight opportunities for academic success improvement.
- Responded to student inquiries regarding academic appeals, student orientations, probation, and various curriculum issues and concerns.

Skills

- Strategic decision-making
- Staff Management
- Academic Counseling
- Administrative abilities
- Team collaboration and Leadership

Languages

- Tamil
- English

Accomplishment

- Project in "A STUDY OF CONSUMER PREFERENCE TOWARDS BRANDED SHIRT" with special reference to Madura Fashion & Lifestyle.