S. Subha Suruthi

Coimbatore, India 🏠
+91 9600489708 📞
Subhasrinivasan6335@gmail.com ✉️
Subha Suruthi.s 🔗

"ALWAYS WORK WITH A PURPOSE" is an Objective of My Life, It Gives Us a Sense of Direction andHelps Us from Being Misguided. Work Helps Us To Improve Our Personality And Skills.

SKILLS

- Team Work
- Time Management
- Event Coordination
- Quick Learner

- SQL Basics
- MS OFFICE
- Advance Excel
- Customer Service.

EXPERIENCE

VFS Process Executive @ Hexaware Technology bps, Chennai.

[06/04/2023 Currently.,]

- International Voice Processing for handling inbound calls from **UK to Schengen Countries**.
- Based on customer queries like **appointments, Documents required, Processing Timeline, Visa Fees, Tracking Applications** etc.,

Abacus Teacher @ Brainobrain International, UAE

[28/10/2021 To 28/02/2023]

- Teaching Abacus for kids under [4 to 14 years] and skills development program (NLP).
- **Assist Accounting** like Petty cash handling, Tally, Excel, Filing, Reporting based on daily cash transaction to management.
- **Assist Marketing** like Event Coordinator, Demo Section in Events, Record maintenance.
- Handling International Calls & Direct Enquiries from parents and Franchises.

MIS Executive @ Coimbatore Cotton Concepts and Designs Pvt Ltd.,

[14/09/2020 To 01/10/2021]

- Preparing Reports and also publishing dashboards using advance excel like (**Formula's, Charts, Automation dashboards, Google sheets, Pivot tables, PPT Presentation, ETL Tools (Power query, Power Pivot**).
- Inter department coordinating and generating reports for production and marketing departments.
- Reviews and Validation – Monthly review with department head and management. And also, daily reviews on reports to addressing gap between the departments. (Follow-ups by mail's

EDUCATION

[2017 – 2020]
B.com (PA) @ VLB Janakiammal College of Arts and Science, Coimbatore
82.7% GPA

[2015 – 2017]
HSC @ Mangalam Hr. Sec School, Anthiyur
93% GPA

[2014 – 2015]
SSLC @ Nirmala Matric Hr. Sec School, Coimbatore
86 % GPA

ACHIEVEMENTS & AWARDS

- Paper Presentation on Appointment of Tax Revenue Among State on Overview.

- MS OFFICE (MS EXCEL – FORMULA'S, FUNCTIONS, PIVOT TABLE, DASHBOARD, REPORT GENERATION)

- SQL Concepts Known (To Store the dept report data in SQL table. By Using this queryfunctions to store and get data from dept data for analysis (INSERT, UPDATE, GET, PRIMARY KEY SET).

- Hand writing state level 3ed certification.

- NSS vice chairman in our college (VLB Janakiammal college of Arts and science). Service member of care and support HIV in coimbatore district.

PROJECT & INDUSTRIAL EXPOSURE

- Internship Program in Chartered Accountant for 3-month period.
- A Study on Customer Utilization and Satisfaction on ESI Benefits Reference CoimbatoreCity For 90 Days.

LANGUAGES

- Tamil: Native

- English: Proficient

- Malayalam: Advanced