

SARONYA A

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

2021	Nallamuthu Gounder Mahalingam College, Barathiyar University B.SC., Computer Science 67%
2018	Nallamuthu Gounder Nachimuthu Gounder Higher Secondary School H.S.C 72%
2016	Nallamuthu Gounder Nachimuthu Gounder Higher Secondary School S.S.L.C 90%

EXPERIENCE

08/2021 – 10/2022 Office Admin & Sales Team Coordinator

- Data Entry Management.
- Coordinate sales team by managing schedules, filling important documents and communicating relevant information.
- Prepared contracts, conducted sales reports, developed and implemented new strategies in order to increase corporate sales.
- Answered calls, responded to emails and served as the first point of contact between the company and key customers.
- Maintained All sales records, Performed data entry tasks and provided excellent customer service.

10/2022 to 03/2023 - BRE in SBI cards

SKILLS

- Microsoft Word, Excel, Powerpoint
- English Typing (Junior Level)
- Tamil Typing
- Administrative Skills
- Office Management
- Computer Skills
- HTML
- Leadership

PROJECTS

Sales Order Processing System

1. Purpose:

To store the stock, customer, employee, production and billing data and report. To manage these data in secured way.

2. Benefits:

Data Redundancy avoided and Secured data storage.

LANGUAGE

- Tamil
- English

ACTIVITIES

- Participated in one day workshop on “DYNAMIC WEBSITE CREATION” in our college.
- Participated in STATE LEVEL WORKSHOP ON DATA MINING USING R TOOL in our college.
- Completed DIPLOMA IN COMPUTER APPLICATION in I Net Technologies, Pollachi.
- Completed in English Type Writing.
- Participated in school level hand writng competitions and I won the firsh prize and I got medal.

DECLARATION

I hereby declared that the above furnished information are true to the best of my knowledge and belief.

YOUR’S FAITHFULLY,

[SARONYA.A]