

Mrs. LATHA.N

9944345404

lathajijeeshdec16@gmail.com

**Coimbatore,
TamilNadu.**

CAREER OBJECTIVE

Seeking a high position to utilize my skills and abilities in an Organization that offers professional growth while being resourceful and innovative.

WORK EXPERIENCE

- ✓ Worked as **DATA ADMIN** at **PAAZEE INFOTECH INDIA PVT LTD**, Coimbatore.
- ✓ Worked as **CONTENT WRITER** at **FIRST SUCCESS TECHNOLOGIES**, Salem.
- ✓ Worked as **BUSINESS DEVELOPMENT EXECUTIVE**(Work From Home) at **NXTWAVE Disruptive Technologies**,Hyderabad.

SCHOLASTICS

Master of Business Administration (Finance & Marketing)

VLB Janakiammal College of Engineering and Technology, Coimbatore,TN.
Grade-**89% (Distinction)**

BCom (Computer Application)

Government College, Chittur, Kerala.
Grade-**72% (1st Class)**

PROFESSIONAL SKILLS

- ✓ Excel in Customer Support Management and resolving customer queries.
- ✓ Excel in Data Entry, Project Management and Backoffice Operations.
- ✓ Excel in Content Writing, E-Mail Writing.
- ✓ Excel in making outbound calls,Lead Generation and handling CRM.
- ✓ In depth knowledge in **Microsoft Office** skills-Word, Excel, Power point, Access, Outlook, Google Sheets, Windows XP.
- ✓ Excellent verbal and written communication skills.

- ✓ Excel in Direct Sales.
- ✓ Excel in building client loyalty, time management.
- ✓ In depth knowledge in preparing documents and database.