



JEEVITHA MURUGESAN

📍 Muslim Street, Palayam
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SKILLS

GOOD IN PLANNING AND EXECUTION

GOOD COMMUNICATIION

TEAM WORK

UNTIRING

PERSONAL PROFILE

DATE OF BIRTH : 26.07.2000

FATHER'S NAME : S.MURUGESAN

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGES KNOWN

ENGLISH

TAMIL

HOBBIES

BROWSING

DRAWING

LISTENING SONGS

READING BOOKS

OBJECTIVE

To seek a position that can launch my career and help me to build a stronger skill set which also allows me to showcase my skills by taking on challenging position and expanding my knowledge to contribute in the company's growth.

ABOUT ME

A motivated, adaptable and hardworking computer graduate, who is dependable, pays attention to details with a positive attitude to get the job done. I aim to equip myself with honesty, respect, punctuality and responsibilities to develop my personality & career.

EXPERIENCE

- **HDB Financial Services Ltd**
ROLE : Sales Officer
EXPERIENCE : 1Year
JOB DESCRIPTION :
 - Perform competitive analysis, market research, and product assessment.
 - Develop and maintain cooperative selling relationships
 - Maintain and update sales reports, budgets, and forecasts.
 - Manage and maintain sales inventory
 - Analyze and report on sales performance and sales trends
 - Talk to clients via telephone or visiting clients in their office

TECHNICAL PROFILE

- Windows
- MS word
- MS Excel
- PowerPoint

ACADEMIC PROFILE

Kongu College of
Arts & Science,
Karur.

● Bachelor in Computer Application (2017-2020)
73%

Govt Girls
Hr.Sec.School,
Velliyanai,
Karur,
Tamilnadu.

● Higher Secondary (2017)
60%

Govt Girls
Hr.Sec.School
Velliyanai,
Karur,
Tamilnadu.

● SSLC (2015)
85%