

Thanuja S

Coimbatore, Tamil Nadu 641107

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9677706288

Personal Details

Date of Birth: 1980-11-28

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Call Center, Customer Service, Education & Instruction, Hospitality & Tourism, Human Resources, Management, Marketing, NGO, Social Services, Regulators, Industry Associations, Real Estate, Sales, Travel, Airlines, Railways

Total years of experience: 20

Work Experience

Senior Student Counselor

Clini launch Research Institute - Bengaluru, Karnataka

July 2022 to March 2023

Giving career guidance, counseling students and take admissions Admission procedures..Sales targeting.. Helping for placement..Give counseling for future prospects.

Senior Customer support and Administration

Dharshanchallo.com - Coimbatore, Tamil Nadu

July 2019 to June 2022

Administration, Office management, Customer support and service, Lead generation, Travels and Tourism,

Senior Student Counselor and Team lead

INDOMED EDUCARE PRIVATE LIMITED - Coimbatore, Tamil Nadu

June 2017 to July 2019

Team Handling Tele calling Counseling students Career guidance Admission assistance Follow up Customer support

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Financial and agent advisor

MAXLIFE INSURANCE COMPANY LIMITED - Coimbatore, Tamil Nadu

May 2015 to June 2017

Creating awareness about insurance giving financial advises to manage client funds selling of insurance Policies.

Administration and counseling Head

Krishna Technology Services - Coimbatore, Tamil Nadu

January 2011 to April 2015

Administration and counseling for students, conversion of leads, maintenance of company accounts and overall

Activities of the company Recruiting and training

Traffic Assistant and Customer support

Air Deccan Aviation - Coimbatore, Tamil Nadu

September 2003 to December 2008

Handling passengers, ticketing, check in processes preparing manifest helping passenger Board flight handling the baggages, Passenger support, Telecalling

Education

Bachelor's degree in Corporate secretaryship

Vlb Janakiammal college of Arts and science - Coimbatore, Tamil Nadu

June 2000 to June 2003

Skills / IT Skills

- Customer service
- Organisational skills
- Microsoft Office
- Communication skills
- Leadership
- Cash handling
- Administrative experience
- Academic counseling
- Lead generation

Languages

- Tamil, English, Malayalam - Expert