

VINOTHINI S

vinocsevino@gmail.com

Contact no: +91 7339022693

CAREER OBJECTIVE

Aim to be associated with a progressive organization that gives me the scope to apply my skill and involves as a part of Team and dynamically work towards the growth of the Organization.

To be a member of a prestigious organization which offer absolute exposure and bright career.

WORK EXPERIENCE

Worked as a Admin, Customer Relationship Officer in Edufly Staffing solutions from (2018th Mar to 2021th Dec) 3 years 9months

ROLES & RESPONSIBILITY

- Handle and process contacts to Register our selection process and Schedule interview
- Co-ordinate with students and keep follow until they completed the interview
- Have to counsel the students for payable training after they attended the interview based on their results
- If they completed the successful period of training I have to move their profile to Backend team and coordinate with that team until they got placed.
- Worked towards result focused and target oriented
- Worked towards improvisation of customer service, increase in productivity and increase in sales
- Handle and process online leads
- Assigning those leads to team members
- Checking team members login report and leads report everyday
- Identifying customer needs and provide

EDUCATIONAL QUALIFICATION

Under graduation : Bachelor of Computer Science and Engineering
Selvam College of Technology
2014-2017 - **CGPA: 6.5**

Diploma : Diploma in Computer Science and Engineering,
Vetri Vinayaha Polytechnic College,
2010-2013 (**86%**)

SSLC : Govt. Hr. Secondary School, Palapatti,
2010 (**80.1%**)

PERSONALITY TRAITS

- Hardworking & initiative
- Motivating and supportive for the new employees and juniors
- Problem solving and Collaboration

TECHNICAL SKILLS

Programming language : C, JAVA
Operating system : Windows & Linux
Productivity tools : MS-Office

PERSONAL DETAILS

Father's Name : Subramaniam A
Mother's Name : Dhanalakshmi. S
Date of Birth : 27-02-1996
Gender : Female
Languages Known : Tamil, English
Nationality : Indian
Marital Status : Unmarried
Address : 1/16, kandar street, komarapalayam, Palapatti (Post),
Paramathi Velur (TK), Namakkal (DT)-637017.

DECLARATION

I hereby declare that all the information stated above is true, correct and complete to the best of my knowledge.

Place:

Date:

Yours Truly,

(S.VINOTHINI)