



RANJITHA S

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

PERSONAL DETAILS

- Date of Birth : 17/10/2001
- Marital Status : Single
- Nationality : Indian
- Gender : Female
- Language Known : Tamil, English

EXPERIENCE

Jan 2022 -
June 2023

- **Key Accounts Representative**
KGPCo
Worked as an Key Accounts Representative in AT&T Telecommunications Service responsible for updating and solving customer problems and also responsible for CTL logistic & Inbound purchase order changes by access of Lumen.

EDUCATION

2019 - 2022

- **B.Com(Professional Accounting)**
VET Institute Of Arts And Science College
84%

2018 - 2019

- **HSC**
KGS Matric Higher Secondary School
86.5%

2016 - 2017

- **SSLC**
Jaivabai Municipal Girls Higher Secondary School
82.2%

HARD SKILLS

- Microsoft Office
- Tally Prime
- Customer Relationship Management (CRM)
- Logistics
- Typewriting

SKILLS

Adaptability



Leadership skills



Time Management



Customer service



Problem Solving



Accountability



INTERESTS

- Dancing
- Traveling
- Ball Badminton
- Video Editing

OTHER COURSES

- **Tally Essential Level1** certified program under Tally solutions on 2022.
- Certificate in **IBM CE - Software Foundation Course** Basic on 2021.
- **Stress Management** under **SWAYAM** online courses(NPTEL) on 2019.
- Attended collaborated Life skill straining programme in **Barclays** and **GTT Foundation**.
- Certificate Awarded for successfully completed the course of **YOGA FOR YOUTH EMPOWERMENT** on 2017 to 2018.

ACHIEVEMENTS & AWARDS

- Second Place in **PROFICIENCY AWARD** in the academic year 2017- 2018 and 2018-2019
- In School Level Competition, Winnner in **BASKETBALL** and **THROWBALL** on 2019. And also Runner in **BASKETBALL** and **KABADI** on 2017.

EXTRA CURRICULAR ACTIVITY

- Active Student Member in **NSS CLUB**.
- Participated in **National Level Commerce conclave "Shaping Imagination"** on 2021.
- Participated in various **Online Webinars**.
- Participate in **TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY** Sponsored National Seminar On **Water Stress and Scarcity** on 2019.
- Participated in **Student Development Programme** on 2020.
- Organized various department functions in my college.
- Participated in seminars and workshop in various colleges.

PROJECTS

- **A STUDY ON CUSTOMER SATISFACTION TOWARDS D-MART IN TIRUPUR DISTRICT**
The project was done to know the "CUSTOMER SATISFACTION AT DMART". On the basis of 100 samples of respondents, detailed analysis was made. Based on the data collected, inferences are drawn and findings and suggestions were given. The motto of the organization is to provide quality products at reasonable price and to satisfy their customers. From the survey it was found the wide range of products are available under one roof and the materials, service and parking facility provided by D-Mart are very good. Through the findings or survey have found that D-Mart has emerged as a hub of shopping specially for middle class people. Therefore, most of the customers are satisfied with the services, there are certain areas which need special attention. Managers must see to it, so the problems faced by the customer are solved.

ABOUT ME

- Responsible, Positive, humble and trust worthy person. I have an ability to grasp new things quickly and adjust well into the team and flexible attitude. I am a keen observer and a quick learner with helping tendency. I have a capacity to be patient and persistent in work.