

## Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

## Experience

23-06-2023 -

### **Tcp International ink**

DB E-commerce Executive

- Creating online templates
- Will be working on computers & with customers.
- Updating copy that is keyword efficient.
- Testing marketing concepts and ideas.
- Sending email marketing campaigns.
- Checking campaign performance.
- Delivering market-leading websites for the company to reach a worldwide audience.
- Delivering regular reports and analysis of web traffic, sales and conversion metrics.
- Building digital acquisition and retention schemes, retargeting and marketing automation.
- Reporting to the Head of Marketing and supporting a multi-channel approach to online sales.

October - 05 - 2022  
- June - 09 - 2023

### **RND Softech Pvt Ltd**

VIP IVR PROCESS

- Processing Claims.
- Processing Lodgments.
- Process Training to the new recruiters.
- Approving Pending Review Queues.
- Finding the errors committed by the Associates Preparing Incentive data of the Associates.

November - 15 -  
2021 - July - 25 -  
2022

### **Matrix Business Service India Pvt Ltd**

Executive

- Worked in EBGC as Excecutive.
- Knowledge in Microsoft Excel.
- Knowledge in Background verification tool.
- Knowledge in working with Snow tool.

July - 30 - 2019 -  
January - 30 - 2021

### **HDFC Bank Ltd**

Outreach Officer

- Forecasted sales and set successful policies to achieve sales objectives and related metrics within timeframe.
- Enhanced sales operations through development of new sales strategies, cold calling techniques and customer follow-up.
- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- Maintaining computers and printers.
- Achieving the sales target and customer needs Reliable and personable person with good technical analytical and communication skills.
- Resolves multiple technical issues while maintaining systems.

## **Education**

2017	<b>Shri Nehru Maha Vidhyalaiya College Of Arts And Science. Bharathiyar University..</b> B.Com ( Commerce ) 65%
2014	<b>Government Hr.Sec School Udayampalayam Coimbatore. State Board</b> H.S.C 56%
2012	<b>Government Hr.Sec School Udayampalayam Coimbatore. State Board</b> S S L.C 53%

## **Skills**

- Computer skills.
- Microsoft Office Skills.
- MS Excel, PowerPoint, Word.
- Self motivation.
- Quick learner.
- Problem solving skills.
- Will be working on computers & with customers.
- Customer service skills.

## **Achievements & Awards**

- Best Employee of the month ( April 2022 ) in Matrix Business Service India Pvt Ltd.
- Participated in star Vijay's super singer audition on 2012.
- Participated in Inter college cultural events as representing my college dance team.

## **Activities**

- Participated in Zenith carrier wings Tally workshop.
- Participated in Outreach foundation workshop.
- Participated in SNMV college cultural events.
- Participated in Sri sathana Sai seba organization's disaster awareness program.
- Participated in Saadhya school for children's with special needs as Role of social worker.
- Participated in Native Medicare charitable trust as volunteer.
- Participated in Shree sarasvathi thyagaraja college's Workshop on Logout- gate way to addiction.
- Participated in Aram foundation charitable trust as volunteer.