

Nivetha G

nivethaganesan0214@gmail.com

Primary Number: 9677799133

Alt number: 8220964611

Career Objective:

- Completed Bachelor's in Informational technology.
- Total 1 Year Of Experiences in Telecom Industries.
- 6 months training Experience in E-Publishing(back end).
- An effective communicator with excellent relationship, management skills and strong analytical, problem solving and organizational abilities.
- A good team player and ability work under pressure.

Educational

Year Of Passing	Name of Institute	Course	Percentage
2019-2022	Nadar Saraswathi College of arts and science – Theni	B. Sc (Information Technology)	76%
2018-2019	Government higher secondary school- Seri Palayam	HSC (Math- Computer)	64%
2016-2017	Government High school- Devanampalayam	SSLC	88%

Achievement:

- Awarded lot of price in school and college athletic meets like Volley ball, carom etc....

Professional Skills:

- Active Listening
- Time Management
- Work Load Management

Professional Experience:

➤ CSA- Customer Services Associate

HRH Next Contact Center- Coimbatore, India

- In **OCT 2022** Join as an **CSA** in VI Process
- In that process we are handling VI Post-paid Customer issues and quires and Solve.
- Take ownership of customer issues.
- Troubleshoot problems and drive resolutions.
- Collect prompt and accurate customer feedback.
- Master the use of a help desk software.

➤ **ASSOCIATE**

SRI KRISHNA ITECH SOLUTIONS,LTD.

- In **JULY 2023** Join as an **ASSOCIATE** in E-Publishing with **6 months** of experience.
- Raw data supplied by **Author** and give the instruction about script, we are converting unformatted data into formatted data..
- We are using the platform of **Word, XHTML and CSS**.

Additional Skills:

- MS Excel
- MS Word
- Outlook
- Power Point
- Mail Drafting
- Mobile App Development using (MIT app inventor)
- E-Publishing(Back end)

Programming Language:

Programming Language:

- C
- C++

Web Designing

- HTML
- XHTML
- CSS

Hobbies:

- Painting, Gardening
- Learning new things
- Hearing Music

Personal Data:

Father's Name: Ganesan. B

Age & DOB: 21 / 14th April 2002

Languages: Tamil (Read|Write|Spoke)
English (Read|Write|Spoke)

Address: 3/79 New Colony, Devanampalayam, Pollachi, Coimbatore-642120

Declaration:

I hereby declare that the above furnished information and details are true up to best of my knowledge.

Place: Coimbatore

Date:

Nivetha G