



JYOTHI SURENDRAN

ELECTRONIC ENGINEER

CONTACT

Karumathil House,
P.O Kunnamangalam,
MIE, Chethukadavu
Calicut 673571

8921147377

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PERSONAL DETAILS

Fathers Name :- K.V. Surendran

Date of Birth :- 31-01-1994

Nationality :- Indian

Gender :- Female

Languages :- English,
Malayalam & Hindi

SKILLS

- Communication
- Team player
- Ability to work under pressure
- Leadership
- Confident

AREA OF INTEREST

LANGUAGE :-

C, Java, WordPress

CORE AREA :-

IMAGE PROCESSING

PACKAGES :-

MATLAB, Verilog, SAGE CRM,
Zoho CRM, PowerBi



CAREER OBJECTIVE

A suitable position in an organization where my skills could be harnessed to upgrade my learning process and simultaneously achieve organization's objective in an efficient manner.



PERSONAL SKILLS

I am an optimistic person with a rational approach towards life. I am committed to my work, career, and do not hesitate in doing hard work.



EXPERIENCE

> BUSINESS DEVELOPMENT EXECUTIVE

COMPANY :- Buchprufer consultants, Calicut (Outsourcing activities related to Audit, Accounts, Consultancy, IT and other related services to HLB HAMT CONSULTANTS(UAE) and other Middle East countries)

ROLES :-

- Provide chat, email support to resolve user problems with proactive troubleshooting.
- Identify, solve and report issues & feedback to user/Partner through appropriate channels.
- Pro-actively identify opportunities to optimize and develop processes toward improving internal efficiency, resolution rate and customer satisfaction.
- Effectively and judiciously escalate issues with clear communication.
- Support team lead/ manager when required.

> BUSINESS & SYSTEM ADMIN

COMPANY :- Zebra Bridge Bizinvestments, Calicut

ROLES :-

- Provides both clerical and administrative support to professionals, either as part of a team or individually. They are involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks.

> CRE (CLIENT RELATION EXECUTIVE)

COMPANY :- Limenzy Technologies, Calicut

ROLES :-

- Understand client needs and customize existing business programs to meet their needs.
- Provide client support and handle client communications effectively.
- Manage and close client businesses to achieve profitability.
- Maintain existing clients and generate new clients to achieve revenue goals.

> **CE (CUSTOMER EXECUTIVE)**

COMPANY :- Sutherland Global Services, Kochi

ROLES :-

· To keep a contact between an organization and its clients: answering queries, offering advice and introducing new products. Escalating the customers to the right department so that their issues are solved completely.



ACADEMIC QUALIFICATION

> **BTECH (ELECTRONICS & COMMUNICATION) 2015**

Baselios Thomas I Catholicose College of Engineering, koothattukulam
Percentage of Marks :- 70

> **12TH STANDARD 2011**

Sree Narayana Vidyalayam Higher Secondary School, Chethukadavu
Percentage of Marks :- 70

> **10TH STANDARD 2009**

Sree Narayana Vidyalayam Higher Secondary School, Chethukadavu
Percentage of Marks :- 74



DECLARATION

I am confident of my ability to work in a team.
I hereby declare that the information furnished above is true to the best of my knowledge.

Date..... (JYOTHI SURENDRAN)

Place.....