PRADEEP JAYASEELAN

ADRESS: 7/80, IMMANULE’S NEST, BARATHINAGAR,

KETTY, THE NILGIRIS - 643215,

E-mail: [pradeep.jayaseelan@gmail.com](mailto:pradeep.jayaseelan@gmail.com)

Mobile: +91-9655709462

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| **CAREER OBJECTIVE** |

A dynamic and result oriented professional with over 3+ years of experience to work in a challenging corporate atmosphere were I would like to enhance my capabilities and to be an internal part of organization, at the same time help me to sharpen my skills, proven ability to assemble the highly productive development for the organization.

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| **EDUCATIONAL QUALIFICATION** |

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| **EXAMINATION** | **DISCIPLINE** | **SCHOOL / COLLEGE** | **Board /**  **University** | Percentage/  CGPA | Year of  Passing |
| MBA | Marketing &  Human  Resources | Karunya School of  Management, Coimbatore | Karunya  University | 6.28 CGPA | 2012 |
| B.Com (CA) | Commerce,  (Computer  Application) | Kaypeeyes college of Arts  and Science, Kotagiri | Bharathiar University | 58.15% | 2010 |
| HSC | Commerce,  Computer  Science | St.Antony’s.Hig.Sec.School  Coonoor | State Board | 73.16% | 2007 |
| SSLC | Science,  Mathematics,  Social Studies | St.Antony’s.Hig.Sec.School  Coonoor | State Board | 54.02% | 2005 |

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| **WORK EXPERIENCE ( 3+YEARS)** |

**DCIS, DOT COM INDIA SOLUTIONS PVT, LTD., OOTY.**

**(JUNE 2013 TO JUNE 2015)**

**DESIGNATION :** CUSTOMER SUPPORT EXECUTIVE

**PROCCESS :** CHARGEBACK, ACQUIRING BUSINESS LEADS, CUSTOMER SUPPORT, WEB REAL TIME (WEBRT), HANDELING TICKETS, VOICE / E-MAIL SUPPORT, TRAINING AND DEVELOPMENT

**ACHEIVEMENTS :** PIONEERED CHARGEBACK PROCESS,

JOINED AS ADMIN ASSOCIATE & PROMOTED AS CUSTOMER

SUPPORT EXECUTIVE.

**BIRLA SUN LIFE INSURANCE COMPANY LTD. (GROUP OF ADITHIYA BIRLA FINANCIAL SERVICES)**

**(APRIL 2012 TO JUNE 2013)**

**DESIGNATION :** AGENCY MANAGER

**PROCCESS :** SALES, RECRUITING, TRAINING and BUSINESS DEVELOPMENT.

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| **PROJECTS / INTERNSHIPS** |

* ORGANISATION: RELIANCE LIFE INSURANCE, Coimbatore.

TITLE: “A Study on CDA Channel Development Associates being potential sales

Channel in bridging the geographical barriers of services” (Feb-May, 2012).

* ORGANISATION: GLENDALE TEA INDUSTRIES, Coonoor.

TITLE: “Organization Study on tea plantation & production” (May-June, 2011)

* **ORGANISATION**: **A.V Motors YAMAHA**, Ooty.

TITLE: “A Study on Consumer Preference & Satisfaction level towards their

expectation” (Feb-May, 2010)

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| **ORGANISATIONAL TRAINNING** |

* *APEX* (Agency Managers to perform excellent) / *GSG* (Get set grow), at ADITHIYA BIRLA FINANCIAL SERVICES.
* *search engine optimization, quality analysis,* at DCIS

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| **COMPUTER LITERACY** |

* Familiar with Windows Platform, Computer Applications and Networking
* Familiar with MS Office & Internet Browsing

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| LINGUISTIC SKILLS |

* **English: Proficient in reading, writing and speaking**
* **Tamil: Proficient in reading, writing and speaking**

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| **PERSONAL INFORMATION** |

FULL NAME : T. PRADEEP JAYASEELAN

FATHER’S NAME : K. TAMILANBAN

DATE OF BIRTH : 01 – 01 – 1990

AGE : 25

GENDER : MALE

MARITAL STATUS : SINGLE

RELIGION : CHRISTIAN

NATIONALITY : INDIAN

PERMANENT ADDRESS : 7/80 IMMANULE’S NEST,

BARATHINAGAR, KETTY,

THE NILGIRIS - 643215,

TAMILNADU, INDIA.

MOBILE NO : +91-9655709462

E-MAIL ADDRESS : [pradeep.jayaseelan@gmail.com](mailto:pradeep.jayaseelan@gmail.com)

LANGUAGE KNOWN : ENGLISH, TAMIL

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| **DECLARATION** |

As a team member of your organization I can provide:

Efficiency, reliability and accuracy, adeptly manage and coordinate daily activities and office work flow, ensuring timely completion of assignments. Maturity, honesty and ability to look at challenges as opportunities, effectively make sound judgments and decisions. Strong organizational and leadership talents motivate and direct the individuals to maximum performance level.

Place: Coonoor

Date:07/September/2015 PRADEEP JAYASEELAN