

Swetha G

Quality Analyst / Hiring manager/ Conference Coordinator

Email ID - swetha.graj95@gmail.com

Contact No - +65 93522706
+91 8056102907

Address - 1390 H30B/6, Vetrivel
nagar, Near to ESSAR
petrol bunk,
Manthithoppu road, Kovilpatti,
Tuticorin- 628502, India.

OBJECTIVE

To make use of my interpersonal skills to achieve the goals of a company that focuses on customer satisfaction and customer experience.

EXPERIENCE

Spynest Soutions – Chennai – Quality Analyst

Duration: March 2017 – March 2018

Job role: Supporting the planning, design, and execution of test plans, test scripts, and process plans for projects. Validate that user expectations are achieved during the testing process

Giottus Crypto Currency – Chennai – Hiring Manager

Duration: September 2018 – May 2020

Job role: Identifying suitable candidates profile for the organization's vacancies also building an company's talent pool. Generating leads from the platforms like, Linkei, Social media and relevant job boards. Analytics reporting & referral follow – ups.

Technoarete Research &development Association- Chennai - Conference coordinator

Duration: July 2020 - Present

Job role: Organizing National & International Conferences with the help of experienced and knowledgeable professors as committee members. Also tie up with the publication opportunities like scopus, wos etc., Major role is to collaborate with universities and looking for co -host to conduct this conference and make the event successful.

JOB RESPONSIBILITY

- ☐ To identify the business needs and capture market intelligence and give qualified, nurtured and delivered opportunities that generated sales for clients.
- ☐ Identify the right targets for marketing campaigns.
- ☐ Generate Quality Leads and Valuable Prospects.
- ☐ Knowledge about tools like LinkedIn, Woodpecker Campaign tool, Skrapp, Clearbit, Quick Email Verification, Sales Navigator and basic knowledge about Vlookup in Excel.

- ☐ Design and execute email campaign for targeted prospects and Creating Buyer Matrix for the prospects.
- ☐ Mainly Focusing on US Market, UK Market, Asia Market and Middle East Market.
- ☐ Maintaining clean and up-to-date Database and Handle Unsubscribe, bounces and Mutations.
- ☐ Maintain database, Minutes of Meetings and Vtiger CRM update.
- ☐ Training the newly recruited employees on process like contact mining and Campaign tool.

SKILLS

- ☐ Well Proficiency in **Microsoft Excel, Word & PowerPoint**
- ☐ Well versed in campaign tools like **Woodpecker and Wix shoutout**
- ☐ Knowledge in LinkedIn and **LinkedIn(Sales Navigator)**, Crunchbase.
- ☐ Email Finder Tools like Clearbit, Email Verifier, Toofr, Quick Email Verification, Verify Email Address.org and Never Bounce.
- ☐ Candidate outreaching regarding **vacancy to add potential candidates** to the company.
- ☐ Manually worked on **Account Mapping** and Minutes of Meeting.
- ☐ Knowledge in **Google Analytics** and LinkedIn Campaigns.

EDUCATION

Unnamalai Institute of Engineering and Technology, Kovilpatti.

B.E (CSE) Passed out year -2016

I have persuaded B.E (CSE) with 61%

St, Paul's Matriculation Higher Secondary School, Kovilpatti.

HSC - Passed out year – 2012

I have persuaded with 61.4%.

St, Paul's Matriculation Higher Secondary School, Kovilpatti.

SSLC - Passed out year – 2010

I have persuaded with 69.2%.

PERSONAL DETAILS

| | |
|-----------------|-------------------------------------|
| Name | Swetha G |
| Gender | Female |
| Date of Birth | 06-06-1995 |
| Nationality | Indian |
| Marital Status | Married |
| Languages known | Tamil, English, Telugu (Speak only) |

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Place: (SWETHA G)

Date: