

RESUME

SNEHA S.PILLAI

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Sashi Nivas, Shri Datt Housing Colony, GAT No: 1417, Mahadev Nagar, More Vasti, Chikli, Pune: 411112

OBJECTIVES

To work in an organization, where my skills would be utilized and enhanced for a better future.

EDUCATION

Pune University

2012

Bachelor in Business Administration

EXPERIENCE

Sr. CSR | ADP India Limited

Feb 2015 – Current

I handled interview scheduling tasks, where I used to schedule interviews between candidates and hiring managers.

I also used to roll out offers to candidates and initiate their background checks

EXPERIENCE

Sr. Customer Care Officer | Convergys

Jun 2012 to Jan 2015

Used to work here as floor support and train new associates. I was handling a telecom process named EE.

SKILLS

Customer Service

Exposure to Recruitment Process

HOBBIES

Cooking and Painting