

# MAYUMI BEN LEWIS

28mayumibenlewis@gmail.com

9071057083

## OBJECTIVE :

Providing complete support and skillful support to senior and lower level executives. Excellent verbal and written communication skills with the ability to communicate effectively and professionally with all staff management and clients. Detail-oriented and possesses strong interpersonal organizational and time management skills. Flexible and hardworking with the drive to succeed.

## EDUCATION QUALIFICATION:

**Secondary Level Education** in Govt Junior College, Chikmagalur Dist

Pre-university College ,Streaming in **Computer Science** in Hariharapura, Sringeri.

Pursuing Degree in **Bachelor of Commerce** in RJS college

Diploma In Computer Application- **MICA**(Manipal Institute for Computer Application)

HR Generalist- **Savlin infotech**

Certification:

HR Generalist Certification from Salvin Info Systems

Conceptual and practical training undergone in the following areas.

- HR Operations
- Recruitment and Selection Process
- Induction and Orientation
- Performance Management
- Training and Development
- Separation Process
- Payroll Process (Software: SaralPaypack)
- Employee relations and engagement

Advanced English course(Upper intermediate)- **Kings learning pvt ltd**

**NMMS**- Exam, State Level 4th Topper subjected involved like **MAT,SAT, GK**.

## EXPERIENCE:

1. Job Role: Assistance

Company: Nightingale NGO

2. Location: JP Nagar, Bangalore

Had a well platform to build myself , Composed,Dealing mainly with elderly ones.

2. Job Role: Digital Marketing ,Online Research

Company: Discovery Organization

Location: Gottigere, Bangalore

- Strategic – The ability to align content with the overall content strategy of the company
- Researching the best and latest in website optimization.Understanding the strategy behind email automation at each stage of the funnel
- It helps in increasing brand loyalty and driving online sales.

3. Job Role: Office Administrator cum Counselor

Company: Kings Learning

Location: Koramangala, Bangalore

- Schedule management, time management,Quality Assurance, Personnel Planning and Selection .
- Handling the sales for Kings Learning
- Counseling for courses in Kings
- Counseling students for their bright future according to the requirement
- Counselling foreign students for abroad oriented test courses Ex, IELTS, PTE .
- Maintaining the company Broad Documents, helping in Legal Formalities, Working on CCD's
- Maintaining Front Office and Administration Works
- Career and Soft skills curriculum development
  - Student advising
  - Strong academic background
  - Facilitator of professional development workshops for young people
  - Detail-oriented and responsible
  - Caseload management

#### **SKILLS:**

- Sound communication skill
- To acquire and obtain multi-dimensional skills in digital marketing

- Ability to lead the team ,team building and problem solving
- To build and maintain relationship with the customer and team members.
- Greet clients guests and employees and make sure they are comfortable
- Answer multiple phone lines direct calls; manage and maintain office voicemail
- Manage conference and meeting room bookings internally
- Scheduled space and equipment for special programs and prepare lists of participants
- Took orders for merchandise or materials and sent them to the proper departments to be filled
- Filed and maintained records
- Scheduled appointments and maintain and update appointment calendars
- Collected sorted distributed or prepared mail messages or courier deliveries
- Entrusted to manage office in the supervisor's absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.
- Deep passion on explaining the factors so the student/client can understand and take a good decision
- Explored updated English hence, can tackle any situation under control.
- Counseling using new-techniques and etiquette

#### 4. Job role: Business Development Executive

Company: RJS Pvt solution

Location: BTM layout, Bangalore

#### **Projects:**

1. Working for APP developer called "Enguru", Which is now India's Best English Learning App ,Which had history of 5 lakhs Downloaders in just 2 hours.
2. Working from scratch in, "Kings Learning" India's best spoken english, and Exclusive CKS Program ,IELTS programme inhouse training which has the turn over more than 5 lakh in just one branch every month.
3. Conducted Full-day Sessions under soft skills and personality development , Refine British English Language,in Jyothi Nivas College and given Presentations in Reputed

Companies such as BOSCH , Himalayan.(They are our all time clients now!!).

4. Attended as a delegate for the 1st Indian Meet for ETS (Educational Testing Services)held in Last december in PARK HOTEL bangalore.

### **Office Skills:**

- Office Management
- Front-Desk Reception
- Database Administration
- Phone etiquette
- Email etiquette
- Accounts in Basic
- Dealing with 3-4 Clients at a time in cabin and more pals in group sessions.
- Assistance in Academic requirement of a student / Faculty too.
- Worked for abroad exams under British Council and IDP

### **PERSONAL DETAILS :**

Father's name: Francis Lewis

D O B: 28-05-1998

Marital status: Single

Language Known: Tamil,Kannada ,English, Hindi, Malayalam,Telugu.

### **DECLARATION**

I Hereby declare that all the above mentioned information are true and correct to the best of my knowledge.

Place: Bangalore

Date:

**Mayumi Ben Lewis**

