

ESTHER SHEBA.S



CONTACT

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Coimbatore , Tamilnadu

SKILLS

- Adobe Photoshop
- Elementor
- MS Excel
- Powerpoint
- MS Word
- Photography
- Digital Marketing

LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- French (Basic)

REWARDS

Received Merit Award for English Proficiency Test From Bharath Institute of English in 2017



OBJECTIVE

To secure a competitive position in a reputable organization to expand my knowledge and skills and learning. To work for the organization which provides opportunities to improve my skills and grow along with the success of the organization.



WORK EXPERIENCE

Opal Dentistry, Guindy,Chennai

2022

Receptionist

- Greeted and assisted visitors, providing a warm and professional first impression.
- Managed a multi-line phone system, directing calls and taking messages efficiently.
- Scheduled and coordinated appointments, meetings, and conference room bookings.



EDUCATION

B.Sc Visual Communication

2020 - 2023

CSI Bishop Appasamy College of Arts & Science
CGPA : 7/10

Infant Jesus Convent Matric Hr Sec School

2011 - 2020

HSC - 60%
SSLC - 52%



ROLES & RESPONSIBILITIES

Secretary of EYEDEA assoc. in VISCOM Dept. in Bishop Appasamy College of Arts & Science
Captain in the Sports Club
Singer in the Music Club



CERTIFICATIONS

Completed Bharath Institute of English Proficiency exam in 2017 and placed in 15th position and secured 11th rank in 2018
Winners in District Football in 2016 & 2020
Worked in Vitamins as Web Designer

2020 - 2023