

RESUME

D.TAMILMOZHI

NO-29 THIRUNEERMALAI MAIN ROAD

THIRUNEERMALAI,

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OBJECTIVE:

- To be an excellent performer and hard worker in the working environment and i give my excellent efficiency in my career to achieve organizational goal.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	INSTITUTE	EXAMINATION AUTHORITY	YEAR OF PASSING	PERCENTAGE OF MARK
BA (ECONOMICS)	SDNB VAISHNAV COLLEGE FOR WOMEN	UNIVERSITY OF MADRAS	2021	65%
HSC	M B N GOVT GIRLS HIGHER SECONDARY SCHOOL	TAMIL NADU STATE BOARD	2017	60%
SSLC	M B N GOVT GIRLS HIGHER SECONDARY SCHOOL	TAMIL NADU STATE BOARD	2015	70%

SKILL DEVELOPMENT AND TRAINING:

- Completed **SKILL TRAINING PROGRAM** in **SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN** Chennai.
 - Learn MS WORD, INTERNET, and INTRODUCTION TO OS.
 - Learn MS EXCEL, COMPUTER MALWARE.
 - Learn MS POWER POINT, SOCIAL MEDIA.

WORKSHOP ATTENDED:

- Attended one day workshop on **BUSINESS MANAGEMENT MEET** in **MADRAS MANAGEMENT ASSOCIATION CENTRE** Chennai.
 - Learn Business ideas from successful Entrepreneurs.

WORK EXPERIENCE:

- Work as a **DATA ENTRY OPERATOR** in **VIJAYA STORES Pvt Ltd** from FEB 2022 - AUG 2022.
 - It was a small scale retail shop dealing the essential goods and commodities to customer.
 - My duty and responsibility is to maintain the stock of the product in the shop and provide customer needs.
- Work as a **VOICE PROCESS EXECUTIVE** in **VIZZA INSURANCE BROKING SERVICE PRIVATE LIMITED** from FEB 2023 – JULY 2023.
 - Lead Generation and Calling Proactively Initiated Outbound calls to Clients.
 - Built and Maintaining Strong Customer Relationship and ensuring Follow ups Onleads.
 - Provided Detailed Information about Insurance Products and Services to Clients.
 - Guiding Them through the documentation and Policy Selection.
 - Successfully Closed Sales by Matching Customer needs With appropriate Insurance Products.
 - Giving a reminder call to them for Renewing their Policies.
- Work as a **BACK OFFICE EXECUTIVE** in **SPICK AND SPAN Facility Management Service** from AUG 2023 to Till Now.
 - Role as a **SYSTEM ADMINISTRATOR** and experience in **MICROSOFT TOOLS**.
 - Gathering information about different type of companies , Education Institution, etc From Google.
 - we spread our company service to the new clients through the mail's ,courier, post.
 - Assigning a leads to the Supervisors.
 - Monitoring the Daily routines of Supervisors.
 - Making a quotation for Clients based on their requirements .
 - Build a Strong Relationship and getting feedback from the clients in regular interval to improve the quality of Service.
 - Attending E-Tender Through the Government Portals. Like Gem Portal, TN Tenders.

SKILL SET:

TECHNICAL:

- MS WORD
- MS EXCEL
- POWER POINT

NON-TECHNICAL:

- TEAM WORK
- SELF MOTIVATED
- QUICK LEARNER
- CREATIVE

PARTICIPATION IN SPORTS (School Level):

- 3rd place in Long Jump under 17 category conducted by Chengalpattu Educational District School's Athletic - Association.
- 1st price in Long jump 2 times that held in M.B.N Government Girls Higher Secondary School Chennai.
- 1st price in 100 meters running 2 times that held in M.B.N Government Girls Higher Secondary School Chennai.
- 1st price in 200 meters running that held in M.B.N Government Girls Higher Secondary School Chennai.
- Kabbadi match winner that held in M.B.N Government Girls Higher Secondary School Chennai.
- Kho-Kho match winner that held in M.B.N Government Girls Higher Secondary School Chennai.
- Throw Ball match winner that held in M.B.N Government Girls Higher Secondary School Chennai.

SOCIAL WORK (college days):

- Member in Rotaract club give awareness about Breast Cancer to poor women living in Urban and Semi-Urban area in chennai

PERSONAL DETAIL:

Fathers name	:	V.DHANASEKARAN.
Date of birth	:	25-06-1999.
Sex	:	Female.
Nationality	:	Indian.
Language known	:	Tamil, English.
Religion	:	Hindu.
Native	:	Chennai.
Work experience	:	3Year.

DECLARATION:

- I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

DATE:

Signature

PLACE: Chennai

D. TAMIL MOZH