



SARATH SS

📍 Chaithram, Vadiyil Menamkulam
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SUMMARY

Ambitious to build a career with a firm where team work is required and hard working is appreciated and to be in a position which is best suited to my knowledge and skills

SKILLS

- Leadership
- Communication
- Active listening
- Exploring Office automation
- Blogging

EXPERIENCE

ONLINE MARKETING SPECIALIST, 11/2022 - Current

Sure A+ Learning App, Trivandrum, India

- Promoting Learning application
- Analyzed customer data to identify target audiences for campaigns.

CUSTOMER SERVICE REPRESENTATIVE

AI Cyber solutions Private limited, Trivandrum, India

- To make calls, E-mail support, Chat support to the enquiries of the customers
- Assisted customers with product selection, ordering, billing, returns, exchanges and technical support.
- Performed administrative tasks such as filing paperwork, updating databases and generating reports.

SALES AND BILLING

Body Plus Gym Equipments store, Trivandrum, India

- Managed all payments processing, invoicing and collections tasks.

EDUCATION AND TRAINING

St. Xavier's college, Thumba, Trivandrum, 05/2017
B.com

Govt.Hss Kazhakuttom, 03/2014
Higher Secondary schooling

Govt.Hss Kazhakuttom, 01/2012
SSLC
GPA: 64%, GPA: 74%

INTERESTS

Volunteer work / Community involvement / Blogging

LANGUAGES

- English:** C2
- Proficient
- Malayalam:** C2
- Proficient
- Hindi:** A2
- Elementary
- Tamil:** A2
- Elementary