



# SARATH SS

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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

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## SKILLS

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

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## 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.

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### CUSTOMER SERVICE REPRESENTATIVE, 08/2019 - 09/2022

**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.

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### SALES AND BILLING , 03/2018 - 04/2019

**Body Plus Gym Equipments store**, Trivandrum, India

- Managed all payments processing, invoicing and collections tasks.

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## EDUCATION AND TRAINING

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

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### Govt.Hss Kazhakuttom, 03/2014

Higher Secondary schooling

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### Govt.Hss Kazhakuttom, 01/2012

SSLC

GPA: 64%, GPA: 74%

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## INTERESTS

Volunteer work / Community involvement / Blogging

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## LANGUAGES

**English:** C2

Proficient

**Malayalam:** C2

Proficient

**Hindi:** A2

Elementary

**Tamil:** A2

Elementary