

SANGEETHA S

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Kalluveetil Azheekkal P.O Vypin Ernakulam 682508

Objective

Highly optimistic and goal driven team player, ready to explore various levels of technical skills . Capable of proper decision making and solving process related problems. Proven ability to provide complete support for a process with much confidence and integrity. Seeking to bring my experience as an associate in any challenging opportunity.

Education

Government College of Kariyavattom

2010-2012

M.Sc.Statistics

59%

Government College Of Kariyavattom

2007-2010

B.Sc.Statistics

76%

Government HSS for Girls Cotton Hill

2007

Higher Secondary

71%

Government HSS for Girls Cotton Hill

2005

High School

74%

Experience

Tata Consultancy Services

May 8 2017 - August 28 2020

Citizen Service Associate

The complete processing of Passport from Pre-Verification of documents to sending the processed passport application to Government Verification Officers. It includes clerical works such as

Document Verification

View draft preparation

Identifying and Balancing day to day cash records and submitting it to Accounts Department

File management

Maintaining logs and records

Monitoring the quality and defects of KYC documents and Passport

Kingstor Education Pvt Ltd

July 5 2016 - February 16 2017

Business Development Executive

Researching and pursuing new business lead for growth of the business and providing ideas to attract new clients and keep the management updated about the competitors.

Seven Colours Boutique

March 17 2014 - June 3 2016

Store Asistant

Ensure high levels of customer satisfaction through excellent sales service

Maintain outstanding store condition and visual merchandising standards

Maintain a fully stocked store

Ascertain customers' needs and wants

Recommend and display items that match customer needs



Projects

A statistical study toward Life Insurance

The study sets it's focus on investigating the attitude towards public and private players in life insurance.



Skills

 Decision Making

 Communication

 Adaptibility

 Flexibility



Achievements & Awards

 Secured second place in a Quiz Competition held as a part of National Statistical Day

 Secured Grade A in Office Automation Course- ABS Certified By KELTRON

 Certificate of Appreciation from Passport Seva Kendra



Declaration

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.

Place :Ernakulam

Sangeetha S