

RESUME

RESHMA K.S.

Kalathiparambil (H)

Kannamali (P O)

Kochi-8

Ernakulam (DT)

Mob : 8593852694

Email : ks.reshma4664@gmail.com

PERSONAL DATA

Father Name : Sebastian

Nationality : Indian

Sex : Female

Date of birth : 19-5-1997

Marital status : Single

WORKING EXPERIENCE

ADMINISTRATOR (NOV 2021 – PRESENT)

ETALK GLOBAL EDUCATION

- Meeting and greeting clients , log and reconcile daily attendance
- Booking meetings , Arranging couriers and Sorting and distributing post.
- Keeping the reception area tidy
- Answering and forwarding phone calls and screening phone calls
- Manage agendas/Companies documentation works /appointments etc. for the upper management
- Track stocks of office supplies and place orders when necessary
- Handling payrolls
- Supporting Funding side for the students.
- Handling Instagram page for collecting leads
- Supervising staffs etc.

ADMINISTRATOR (NOV 2020 – NOV 2021)

MYSOFTNET TECHNOLOGIES PVT LTD

- · Coordinate office activities and operations to secure efficiency and compliance to company policies
- · Supervise administrative staff and divide responsibilities to ensure performance
- · Manage agendas/travel arrangements/appointments etc. for the upper management
- · Manage phone calls and correspondence (e-mail, letters, packages etc.)
- · Support budgeting and bookkeeping procedures
- · Create and update records and databases with personnel, financial and other data

- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary.
- Handling staffs Experience and Relieving letters and Offer letter.
- Creating and Issuing students Internship Certificates

Front Desk Receptionist (04-2018 - 06-2020)

INET INFOTECH

- Maintain a neat, welcoming & organized office environment, Log and reconcile daily attendance.
- Warmly greet all visitors and direct them to the appropriate place or person; Respond to visitor & parent requests as appropriate.
- Receive and direct enquiries calls, take reliable messages, and route to appropriate staff.
- Maintain visitor log and other books related to the student s personal details.
- Maintain daily income Report and other confidential reports.
- Routinely monitors office copy machines, serves as point of contact for service of machines, ordering paper, etc.
- Perform and Assist other duties as assigned.

Telecalling (1.6 years)

- Contact existing customers to inform them about a product or service using scripts.
- Answer questions about products of the company, ask questions to understand customer requirements and close sales.
- Enter and update customer information in the database.
- Take and process orders in an accurate manner.
- Handle grievances to preserve the company's reputation.
- Go the "extra mile" to meet sales quota and facilitate future sales.
- Keep records of calls and sales and note useful information.

EDUCATIONAL QUALIFICATION

- SSLC
- PLUS TWO
- B.COM

PERSONAL KNOWLEDGE

- Communication Skill
- Leadership
- Hard Working
- Positive attitude

LANGUAGES KNOWN

- English
- Malayalam

DECLARATION

I do here by declare that the above furnished details are true and fair to the best of my knowledge and belief.

Place :

Date :

RESHMA K.S.