



Megha Vincent

✉ meg hacv111@gmail.com

☎ 9188831151

📍 Choothamparambil house  
Cheruvype Ayyampilly p. o  
Ernakulam

### ⚙ Skills

Ms office

Outlook, Excel, PowerPoint

### 👍 Field of Interest

Technology

Education

Healthcare

### 🎯 Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

### 🎓 Academic Details

#### **Mg university**

Bcom, . %, Pursuing

#### **St. Augustine's G. H. S. S**

HSE, 68%, 2018

#### **St. Augustine's G. H. S. S**

SSLC, 87%, 2016

### 📁 Work Experience

#### **ZEBU SHARE AND WEALTH MANAGEMENT'S PVT LTD**

BUSINESS DEVELOPMENT OFFICER, Dec 2019  
- May 2020

Role :

- 1.Maintaining meaningful relationships with existing clients to ensure that they are retained.
- 2.Suggesting upgrades or added products and services that may be of interest to clients.
- 3.Reviewing clients' feedback and implementing necessary changes.

#### **AVOSYS BUSINESS SERVICES ( HDFC AUTHORISED CALL CENTRE)**

SALES EXECUTIVE, Oct 2020 - Jan 2021

- Role :
- 1.Cold calling and getting appointments
  - 2.Understanding customer requirements
  - 3.Explaining the products as per requirement
  - 4.Resolving customers queries and problems

## **ALBEDO SCHOOL OF BUSINESS MANAGEMENT**

ACADEMIC COUNSELOR, Jan 2021 - Feb 2022

Role : 1.Learn students' names, career objectives and other details so you can better serve them  
2.Help students develop academic plans in accordance with their skills, talents and strengths  
3.Plans and implements programs to help students with academic and career decisions.  
4.Counsel students in developing a specific academic program including choice of major and course selections

## **THIRDWAVE OVERSEAS EDUCATION**

DOCUMENTATION EXECUTIVE, Feb 2022 - till date

Role : Handling UK, Poland, Malta, Switzerland student application, visa documentation process. Managing administration duties also. Maintaining MIS etc.



### **Industrial Exposure**

#### **Industrial Visit at:**

Cochin international airport solar system



### **Strength**

Team Management

Multi Tasking

Time Management



### **Hobbies**

Singing

Badminton

Baking



### **Declaration**

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

Place : Cheruvype