

SNEHA PEETER

CONTACT

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Bhoothathankettu p.o.
Poochakuthu, Ernakulam, 686681

PERSONAL DETAILS

Father's Name: Peter S.P

Gender: Female

Marital Status: Unmarried

Nationality: Indian

Date of birth: 16-10-1996

Religion: Christian

Passport number: \$4998869

Expiry date: 03-07-2028

Pan Card no: KDFPS7555Q

CAREER OBJECTIVE

To be associated with an organization that would fully utilize and enhance my acquired knowledge and work hard towards the welfare of the firm as well as a career growth in an effective, efficient and ethical manner to enhance the productivity of the company by building a long term career with your organization.

EXPERIENCE

ASSISTANT MANAGER Vedhik IAS Academy November 2021 - February 2023

- Team management.
- Conduct employees performance reviews.
- Smooth out problems within the work place.
- · Address employee and customer concerns.
- Supporting team members to achieve targets.
- Assisting Regional Manager

SENIOR CAREER ADVISOR Vedhik IAS Academy September 2021 - October 2021

- Handling civil service aspirants.
- Giving instructions to attend psychometric aptitude test.
- · Scheduling time for detailed counselling.
- Converting leads to admissions.

STUDENT COUNSELLOR

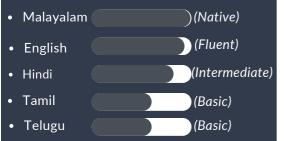
Transorze Information Processing Solutions PVT LTD February 2020 - August 2021

- Conduct career awareness sessions and meet individually with parents and students to explore education options based on career goals
- · Converting leads to admissions
- Academic related works (LMS, Study materials, classes, certificates)
- · Fees collection

BUSINESS DEVELOPMENT EXECUTIVE SMEC Automation PVT LTD May 2018 - January 2020

- Providing counselling to students / Parents and help them to choose the right learning module
- Prospect for potential customers using various direct methods such as calling and face-to-face meetings
- Build, maintain, and foster a Healthy Database with existing and new online sources.

LANGUAGE



SKILLS

HARD SKILLS

- Typing speed (43 wpm)
- Typing accuracy (97 %)
- Anatomical knowledge
- MS Office
- Administration

SOFT SKILLS

- Self-confidence
- Punctuality
- Adaptability
- Good communication
- Teamwork

EDUCATION

Medical Scribing

Transorze Solutions, Cochin 2023

MA English

Indira Gandhi National Open University 2020

MS Office

G-tech, Kothamangalam 2018

BA English

Kannur University - Thavakkara 2018

Higher Secondary Education

2013 - 2015

Board of Higher Secondary Examination, Kerala

ACCOMPLISHMENTS

• Employee of the Year Award, 2022

Vedhik IAS Academy

Received from Dr. Alexander Jacob IPS, Rtd. DGP, Kerala.

• Employee of the Year Award, 2021

Vedhik IAS Academy

Received from Dr. G. Prasanna Kumar IAS, Rtd. Chief secretary, Haryana.

DECLARATION

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

Date:

Place: Cochin

Sneha Peeter