



SNEHA PEETER

CONTACT



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Schoolkudi (h)

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: S4998869

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

Tranzorze 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

- Malayalam  (Native)
- English  (Fluent)
- Hindi  (Intermediate)
- Tamil  (Basic)
- Telugu  (Basic)

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