

RAMYA. M

W/o. R. Mathanavel
13/35F1, Ram Nagar,
A G Pudur Road, Irugur
Coimbatore – 641103.
krishramya1993@gmail.com

OBJECTIVE

- Specializing in managing complex email communications and enhancing customer satisfaction at Premier Evolvics Pvt Ltd.
- Excelled in roles requiring exceptional complaint handling and data entry skills.

MY PROFILE

- Young
- Dynamic
- Hardworking
- Smart working
- Result oriented.

STRENGTH

- Learn easily from seniors
- Positive attitude and innovative thinking
- Good team player

CONTACT

7418173543

ACADEMIC CAMPUS:

SSLC:

Government Higher Secondary School,
Ramanathapuram, Coimbatore (2008) – 80 %

HSC:

St. Mary's Higher Secondary School,
Coimbatore (2010) – 80 %

Bsc.Computer Science;

Bishop Ambrose College, Sungam
Coimbatore (2013) – 85 %

WORK EXPERIENCE

Service Administrator in Premier Evolvics Pvt Ltd,
Coimbatore, March 2023 to Current.

- Managing Email communication, Customer Inquiries and Email lists.
- Sending proforma Invoice (charges to customers).
- Invoice handling.

LE MEREDE TECH PVT LTD

- Worked as Communication Incharge from 2015-16.

GEM HOSPITAL, COIMBATORE (2014-15)

- Worked as Ward Secretary
- Typing and Sending Discharge Summary

SKILLSET

- MS Excel
- MS Word.
- Oracle
- Follow-up Skills
- Accepting Responsibilities

PERSONAL PROFILE :

Husband Name :

Mathanavel. R

Date of Birth :

06.04.1993

Gender :

Female

Nationality :

Indian

Status :

Married

Languages Known :

English, Tamil and Malayalam

Declaration:

I hereby declare that all the above information furnished by me is true and correct to the best of my knowledge and belief.

Place: Coimbatore

Date:

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