

## **SNEHA SELVARAJ**

**EMAIL ID** : Snehaselvaraj1507@gmail.com

**MOBILE NO** : 7708656886

### **SUMMARY :**

Proactive and results-oriented excelled at Schnell Energy Equipment Limited by leverage strong analytical skills and team management to enhance the CCMS metering system efficiency. Demonstrated expertise in automatic data communication and problem solving, significantly improving maintenance response times and operational effectiveness.

### **WORK HISTORY :**

#### **Schnell Energy Equipment Private Limited – Junior Executive**

##### **Coimbatore**

##### **05/2022 – Current**

- Daily complaints reports gathering from the CCMS meter dashboard complaints handling system and handed over to the maintenance team for its rectification within the stipulated period
- To implement and allot work schedules to maintainable team
- Verification of site activities and consolidating installation reports & preparing MIS reports based on CCMS meter data as a daily activities
- Expertise in CCMS metering technology for automatic data communication to dashboard where the information was collected to identify and monitor the issue to trouble shoot the problem on field
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### **SKILLS :**

- Report and presentation preparation
- Research and data analysis
- Filing and organization
- Adaptability
- Team collaboration
- Data Entry

### **EDUCATION :**

**June 2015 – April 2016** - SSLC – Thambu Higher Secondary School

**June 2017 – April 2018** - HSC - Thambu Higher Secondary School

**June 2018 – May 2021** - BCA - KG College Of Arts And Science

**CERTIFICATION :**

- HTML,XML,PHOTOSHOP - 06/2018
- C PROGRAMMING - 12/2018
- LINUX - 12/2019

**LANGUAGES :**

- English
- Tamil
- Telugu

**HOBBIES :**

- Pencil Art
- Reading Books

**PERSONAL DETAILS :**

- Father Name - Selvaraj.C
- Date Of Birth - 15.07.2001
- Gender - Female
- Nationality - Indian
- Marital Status - Single

**DECLARATION :**

I do here by confirm that information given in this form is to the best of my knowledge and belief.

**DATE :****PLACE :** Coimbatore

Yours truly

S.Sneha