

V. MADHUMITRA

PROFESSION

ABOUT ME

I am seeking a position in a dynamic and professional work environment where I can apply my knowledge and skills as a recent graduate. My goal is to contribute to the organization's success while fostering my own professional growth.

+91 8825440848

madhumitra5237@gmail.com

No:11/30 Rajiv Gandhi Street,
Meenambakkam, Chennai.

LANGUAGE

English 

Tamil 

Hindi 

SKILLS

- Microsoft Office Suite
- OpenOffice Suite
- Data Analysis
- Operating System
- Communication

INTERESTS

- Vlogging
- Sports
- Music

EXPERIENCE

CANVERA DIGITAL TECHNOLOGIES PVT LTD

JUNE 2022 TO TILL NOW

Customer Relationship Manager (CRM). I oversaw internal email communications and team coordination, resolved order processing errors, ensured timely customer query resolution, and collaborated with cross-functional teams to achieve objectives.

AIR INDIA LTD

SEP 2020 TO SEP 2021

Trained as Apprentice (Data Entry Operator) in HR Department I specialize in meticulous file management, proficient data entry in SAP, monthly Excel report generation, independent office automation handling, and timely dispatch of letters for efficient communication

LK FINANCIAL

OCT 2019 TO DEC 2019

Tele caller & System work. I excel in customer call management, delivering prompt responses. Additionally, I possess expertise in loan calculations, data entry in Excel, and efficient internet-based mail drafting and sending.

EDUCATION

Vels Institute of Science, Technology & Advanced Studies

BACHELOR OF BUSINESS ADMINISTRATION
PURSUING

NATIONAL INSTITUTE OF OPEN SCHOOLING

HIGHER SECONDARY SCHOOL CERTIFICATE
2021 - 2022

STENOGRAPHER AND SECRETARIAL ASSISTANT

INDUSTRIAL TRAINING INSTITUTE
2018 - 2019

Kendriya Vidyalaya DGQA

SECONDARY SCHOOL LEAVING CERTIFICATE
2017 - 2018