

SHARON VADIVELU

CAREER OBJECTIVE

High school student with almost 3 years of experience in multiple fields with multiple organisations. Focused & Confident on providing high quality services by profession as an Intern in Human Resource, Travel Consultant, Customer support Executive and as a Sales support Executive. Seeking a job opportunity where I can start my career with or to pick new skills and apply existing abilities. Proven expertise in handling Customer complaints and resolving, common sales techniques with good communications, Provide desired travel packages as per their satisfaction. Expert at working with teams while being motivated and dependable to get successful at managing multiple priorities with a positive attitude for betterment of business growth.



Contact

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G-16 Mahavir enclave Dashrathpuri
Mandir Marg
Near Universal School

Education

Matriculation

NATIONAL INSTITUTE OF OPEN SCHOOLING

Skills

Organized ●●●●
Communication ●●○
Teamwork ●○○
Meeting deadlines ●●○
Critical thinking ●●●●

EXPERIENCE

Invigilator

ANURADHA DIGITAL SERVICES (PART-TIME)

Nov 2020 - Mar 2021

Worked as an Invigilator, Where the government exams are held. Work role was to keep things arranged, Filling the details of the candidates on all the systems before exams get started. Keeping eyes on each candidate while exam is going on.

HR Intern

DNA HR SERVICES

May 2021 - Jul 2021

- Handling Inbound-Outbound Calls.
- Shortlisting the candidates for new job opportunities according to their experience and qualifications.
- Scheduling interviews via telephonic or face to face.
- Keeping Excel Sheet maintained and upto date every day.

Travel Consultant/Customer Executive

RRAI FLIGHT RESERVATIONS

Aug 2021 - Jun 2022

- Worked as an Travel Consultant and Customer Executive.
- Provides on call guidance and suggestions to customers for making it easy and helpful to get planned their desired trip.
- Making changes on flight and hotel reservations as per the customer required.
- Resolving all their queries and provides solutions to their problems.
- Work is to provide desired travel packages as per the Budget, Requirements, Flight ticket Bookings, Hotel reservations and taking care of every little thing.

Customer Executive

CHERISHX

Worked as a customer care executive. Our work is to provide all kinds of decoration services and suggestions to fulfill the customer requirements. And maintaining follow ups and day to day activities. Resolving customer queries and issues in a pleasant manner.

Loan executive

LOAN SAARTHI

Worked as a loan executive, we provides all types of loans (personal, business, home loan, loan against property). Our work is to call the customer who have applied for the loan and help with all the guidance and surety with some sales techniques to meet the monthly targets. Also our work is to provide overdraft, Top Ups on there existing loans. And maintaining follow ups and day to day activities.

LANGUAGE

English

Hindi

Tamil