

# NIRANJANA. P

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## CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making significant contributions to the success of the company

## EXPERIENCE

- **JPN Diamond Tools** *02/08/2019 - Current*  
Admin Executive  
1. Handling calls and mails  
2. Maintain the record of daily activities
- **Target soft** *5/11/2018 - 13/02/2019*  
Team leader  
Coached team members in customer service techniques, providing feedback and encourage them to reach their highest sales potential
- **Zealous services** *14/10/2016 - 31/10/2018*  
Team leader  
Established open and professional relationship with each team member which helped resolve issues and conflicts quickly
- **Just Dial** *28/11/2015 - 01/09/2016*  
Sales executive  
Determined customer's need by asking relevant questions and listening actively to the responses
- **Vcare Trichology** *07/09/2014 - 04/11/2015*  
Customer Support Executive  
Responded to all customer inquiries thoroughly and professionally

## EDUCATION

- **Hindustan college of engineering and technology**  
BE-ECE  
76%  
2013
- **St Joseph's girls higher secondary school**  
HSC  
86%  
2009
- **M M High School**  
SSLC  
80%  
2007

## PERSONAL STRENGTHS

- 1.Positive thinking
- 2..Quick learner

## PERSONAL PROFILE

- Date of Birth : 04/11/1993
- Marital Status : Single
- Nationality : Indian
- Known Languages : Tamil, english
- Hobby : 1.Reading books 2.Listening music

## DECLARATION

I hereby declared that the information furnished above is true to the best of my knowledge.

**NIRANJANA. P**