



NAMRUTHA K. N

OBJECTIVES

To build a long-term career with opportunities for career growth, which will inspire me to enhance my skills and work as a team player in a positive atmosphere. Also, to bring my strong sense of dedication, motivation and responsibility to utilize my skills effectively. Diligent Admission Officer know for strengths in dynamic communication and mender at work. Always willing to go extra mile for peers and prospects pursuing a new role where hard work and attention to details will be highly valued.

CONTACT

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#8/87 Mallikarjuna Nagar

Madikeri, Kodagu- 571201

COMPUTER SKILLS

MS Office, Google's office suite, Excel, Spreadsheets, Gmail, outlooks, social media.

EXPERIENCE

CUSTOMER EXPERIENCE/ STIFF YOUNG ARTISTE PVT LTD

(MAY 2021 – PRESENT)

- Solving learner's queries and monitoring the classes are going on time
- Resolving technical issues.
- Handling all IMS issues.
- Uploading the assignments and making sure students are taking up.
- Handling incoming and outgoing calls.

ADMISSION OFFICER/BRAIN4E EDUCATION PVT LTD/EDUREKA INDIA

(JAN 2020– JAN 2021)

- Performed basic clerical duties including document filling and virtual bookkeeping.
- Collaborated with admission team to determine optimal processes for reviewing application
- Implemented polices and standard operation procedures for continuous
- Monitored customer feedback to devise business strategies and determine process improvement for better customer experiences.
- Taking at most care on managing the invoice, coordinating with learners and trainers and hiring the instruction

CUSTOMER RELATIONSHIP OFFICER/HINDUJA GLOBAL SOLUTION PVT LTD

(JAN 2019 – SEP 2019)

- Resolving the refund and other payment issues.
- Following up the customer issues and resolving on time.
- Notifying to the supportive team when the products don't reach to the customer on time.
- Providing information on new products they might be interested in based on prior purchase

ACHIEVEMENTS

Participated in Football for state level

Represented the school in the various athletic meet for 1500 and other long-distance runs.

Volunteer for (National service scheme)

Received an award from HGS as champion for the services in field and activities as well as for discipline

EDUCATION

BACHELORE OF COMPUTER APPLICATION

St Anne's Degree college Virajpet, Kodagu
June 2019

PRE-UNIVERSITY COLLEGE

St Joseph's convent Madikeri, Kodagu
JUNE 2016

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office Suite • WPM: 90 • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure