

S Swetha

Working as an assistant manager



10 Years 0 Month



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Profile Summary

Am having experience in front office and tele caller, team leader, otherwise i will work hard for the company. If am selected in other nonexperienced work i will learn and i will work for the company i like to work hard and smart worker, to be honest in my work. What ever work your giving me i will do my best, i like to work please help me in this



Education

B.Com, 2019

University of Mysore , Mysore

12th, 2019

Karnataka, English



Work Experience

Dec 2024 - Present

Working as an assistant manager

Yes germany

i am working as an assistant manager. handling team and sales and monthly revenue and helping the team to achieve the target's monthly bases. counselling the students and convincing to register with us

Feb 2022 - May 2024

International Education Counselor

Leapscholar

connecting with students in the zoom session, sharing the shortlisting of a particular country, helping to finalize the university and punching the application for particular universities, admit chase up, convenience for doing the deposit, helping for i20 and visa D160 form this is my rolls and responsibilities

Feb 2020 - Dec 2021

Team leader

Hoopy

handling escalation calls, managing team members, reports and handling chats, emails, reviews etc.....

Jun 2018 - Feb 2019



Key skills

- Overseas Marketing
- Visa Counselling
- Overseas Education
- Selling Skills
- Education Counseling
- Convincing Power
- Customer Satisfaction
- Team Motivation
- Sales Initiatives
- Target Achievement
- Team Handling
- Relationship Management
- Communication Skills



Personal Information

City Bengaluru

Country INDIA



Languages

- Tamil
- Telugu
- Kannada
- English
- Hindi

Captain care executive

Rapido ccc

ccc, captain care center like attending call from rapido driver to ask about there issue in app, network, not getting order.....

Mar 2017 - Jul 2018

Front Office Executive

Vaatsalya Healthcare Solutions

Worked as a front office executive out patient billing and discharge billing, work side collecting information about the patients.....

Jul 2015 - Mar 2017

Railway enquiry 139 and NHA1 1033

Bharat BPO Services Pvt Ltd.

train arrival, departure, PNR status, train ticket booking, train b/w station..... Worked as a pilot batch for NHA1 emergency service for high ways



Certification

- best employee of the month in vaatsalya health care solution