# CURICULLAM VITAE

**Angelin pricilla**
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## Objective:

To work for an organization which provides me the opportunity to improve my Skills and knowledge to growth along with the organizations objectives.

## Educational qualification:

| Qualification | Board/University | Name of the institute | Year of passing | Percentage (%) |
|---|---|---|---|---|
| BE | Anna university | A.S.L Paul's college of engineering and technology | 2019 | 74 |
| HSC | State board | St. Joseph's matriculation hr sec school Coimbatore | 2013 | 75.8 |
| SSLC | Matriculation | St. Joseph's matriculation hr sec school Coimbatore | 2011 | 91.5 |

## Technical skills :

Basic computer knowledge.

## Project done:

Design and implementation of RFID based laptop theft deterence.

## Work experience:

### GLOBAL INNOVATIVES-CHENNAI (July 2016 – May 2017)

➢ Studying the details of each offering and remaining abreast of updates to these offerings
➢ Obtaining and updating lists of individuals contact details.
➢ Calling active and budding clients to encourage the purchase of items.
➢ Addressing clients uncertainties, grievances, and suggestions on time.

➢ Noting important details of each conversation.
➢ Communicating verbal acceptances of offers to our sales team for closing.
➢ Recording all successful and unsuccessful attempts to close sales.
➢ Attending regular team meetings to clarify progress and performance-related expectations.
➢ Conducting each of your functions with the utmost respect, regardless so for others dispositions.

### M8 IT SOLUTION (Associate customer success) (June 2022 – Dec 2022)

➢ Initiating sales with potential customers over the phone.
➢ Asking questions to engage customers and keep the conversation going.
➢ Listening to the customers needs to generate repeat sales.
➢ Gathering and documenting customer information, payment methods, purchases, and reactions to products.
➢ Keeping up to date on all products and informing customers of new products.
➢ Answering customers questions on the products.
➢ Meeting sales quotas.

### CHELLAMMAL INSTITUTION (Tutor) (Dec 2022 – Nov 2023)

➢ Took coaching classes for Neet (Physics)
➢ Took home tuitions for the following classes
- Neet (both physics and chemistry)
- Class 6-Cambridge syllabus (allsubjects)
- Class10-Stateboard ( all subjects)
- Class11-Stateboard ( Physics, Chemistry and Maths)
- Class12–Stateboard( Physics, Chemistry and Maths )
- Class12–CBSE syllabus (Maths)

### FREELANCER ( HOME TUTOR) (Dec 2021 – at present)

➢ Developing customized lesson plans and teaching materials.
➢ Monitoring the student's progress and providing regular feedback to the student and their parents or guardians.
➢ Helping the student develop study skills and time management techniques.
➢ Support students to become more independent learners , persist in school, and reach their goals.
➢ Providing individual and group tutoring to students across a broad range of classes based on their area of expertise.
➢ Providing a personalised point of contact for students within the academic community.
➢ Taking classes from class 5 – 12 and all kinds of syllabus.
➢ Also taking Neet Physics.

**SWEN VENTURES ( ADMIN ) ( NOV 2023 - at present )**

- Oversee the day-to-day functioning of the office, ensuring that administrative processes run smoothly.
- Provide support to staff and management, including handling correspondence, preparing documents, and scheduling meetings.
- Manage communication channels, such as phone calls and emails.
- Handling scheduling, correspondence, data entry, file management, and office supply management.
- Assisting in organizing meetings and events, ensuring smooth office operations.
- Welcoming and directing visitors , coordinating meeting and appointments and performing clerical tasks, like answering phones and responding to emails.

## Keyskills

- Good Knowledge
- MS Excel
- MS PowerPoint
- Outlook
- Patience.
- Positivity.
- Empathy.
- Confidentiality.
- Technical knowledge.
- Active listening.
- Communication.
- Leadership.

### Strong points in myself:

- An enthusiastic worker with highly motivated skills having bachelors of Engineering degree in Electronics and communication engineering.
- Hardworking towards achieving the Goal.
- Eager to learn new technologies and methodologies.
- Intellectual thinking.
- Communication skill in both written and verbal.

### Area of interest:

- Reading books

## Personal profile:

| | | |
|---|---|---|
| **NAME** | : | **ANGELIN PRICILLA** |
| **DATE OF BIRTH** | : | 29.07.1996 |
| **ADRESS** | : | 64 Gandhi nagar ,<br>Ondipudur,<br>Coimbatore – 641016 |
| **CONTACT DETAILS** | : | 8754069017 |
| **ALTERNATIVE NO** | : | 9363447215 |
| **TOTAL EXPERIENCE** | : | 4 Years |
| **LAST SALARY DRAWN** | : | 34000 |
| **EXPECTED SALARY** | : | Hike from the last drawn |
| **NOTICE PERIOD** | : | One month |

### Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: Yours faithfully

Place:

(Angelin Pricilla)