

Thanuja MS

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WORK EXPERIENCE

Customer Acquisition Associate Oct 2023 - May 2024
JUST DIAMONDS(US Based), Virtual

I played a pivotal role as a Customer Acquisition Associate, expanding the customer base, driving revenue growth, identified potential clients through various channels & maintained strong relationship with the US clients, ensuring customer satisfaction.

Operations Executive Jun 2023 - Oct 2023
Astrotalk, Virtual

I worked as part of the Training and Retention team within the Operations department. My responsibilities included onboarding, training, retaining business partners to facilitate business development. I also provided guidance and administrative support.

Manual Data Review And Audit • Internship Oct 2020 - Dec 2020
BreakOut, Virtual

Audit the data in their system from external websites and makes edits based on the changes/ errors noticed.

Lead Generation • Internship Sep 2020 - Oct 2020
Leads Flick, Virtual

I was generating leads from different house property websites. Compiling those data's and entering into MS Excel.

Content Writing (English) • Internship Dec 2018 - Jan 2019
What After College, Virtual

I had an experience to gain and acquire knowledge as a website content writer by providing relevant contents for the website which aims at creating an education system that contributes towards the holistic devopment of students.

App Testing • Internship Dec 2018
Gadfly CitiHub App, Virtual

I used to post daily news that has been occurring in my locality which helps people to get the updated news from their current place and the app lists out the elected representatives and helps people reach out them.

Content Development (English) • Internship Aug 2018 - Jul 2019
Pratham Education Foundation(NGO), Virtual

I was a content developer in one of the largest non-governmental organisations in India which works towards the provision of quality education to the underprivileged children in India.

EDUCATION

Bachelor of Commerce (B.Com) (Hons.), Commerce 2017 - 2021
Indraprasatha College For Women(University Of Delhi)

CGPA: 7.00/10

Senior Secondary (XII), State Board 2017
Commerce

St Jospeh Of Cluny Girls Higher Secondary School

Percentage: 90.75%

Secondary (X), State Board 2015
St Joseph Of Cluny Girls Higher Secondary School, Puducherry.

Percentage: 89.20%

SKILLS

- MS-PowerPoint
- English Proficiency (Spoken)
- English Proficiency (Written)
- Tamil Proficiency (Spoken)
- Tamil Proficiency (Written)
- MS-Office

- MS-Word
- Content Writing
- Effective Communication
- MS-Excel
- Interpersonal skills
- Operations
- Accounting
- Tally
- Client Relationship

ADDITIONAL DETAILS

- PERSONAL STATEMENT: 1.Demonstrates competence and poise in social settings 2.Self motivated and assertive 3.Strong communication and analytical skills 4.Proven ability to consistently meets deadlines 5.Able to recognize clients needs and meet them
- ADDITIONAL COURSES: 1.Typewriting - Lower
- SOCIAL SERVICES: 1.NSS(school level)
- AGE & DATE OF BIRTH: 23 years old, 24.06.2000
- OTHER INTERESTS AND ACTIVITIES: 1. Athletics 2. Swimming 3. Keyboard 4. Dancing
- Achievements: 1. Athletics (State Level Champion) 2. Karate (State Level champion)