

ANTO AMESHA S

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CAREER OBJECTIVE

Motivated and detail-oriented professional seeking an entry-level to junior-level position where I can utilize my communication, customer handling, and administrative skills while contributing to organizational growth.

EDUCATION

Bachelor of Mathematics

Holy Cross College (Autonomous), Nagercoil

WORK EXPERIENCE

Frank and David Labs (Zynerd)

Customer Engagement Specialist / May 2025 – September 2025

- Managed customer communication through email and support channels
- Ensured timely responses to customer queries
- Maintained accurate customer interaction records
- Coordinated with internal teams for smooth service delivery

Panacorp Software Solutions, Nagercoil

Business Development Executive / Dec 2024 – March 2025

- Identified potential clients and business opportunities
- Supported sales and business development activities
- Maintained client databases and follow-up records
- Communicated with customers regarding services

INTERNSHIP EXPERIENCE

Altruist Technologies, Hosur

HR Intern / Nov 2023 – Dec 2023

- Assisted in recruitment support activities
- Helped with resume screening and HR documentation
- Maintained employee and candidate records

SKILLS

Customer Handling, Data Entry, Email Writing, MS Word, Basic Computer Knowledge, Time Management, Teamwork

LANGUAGES

Tamil, English

PERSONAL DETAILS

Date of Birth: 08 April 2004

Nationality: Indian

Marital Status: Married

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.