



# Nelcy Sherlie.J

Sivanandha colony

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## Objective

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I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Experience

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- **Orange consultancy** 2011 - 2012  
Customer care executive  
Respond to customer questions and concerns through various omnichannel communication channels such as emails, phone calls, or live chat
- **VG hospital** 2012 - 2014  
Administrative assistant  
Assist with day-to-day administrative tasks, including filing, data entry, and record-keeping. Manage calendars, schedule appointments, and coordinate meetings. Prepare and distribute correspondence, memos, and reports. Handle incoming calls and emails, and respond to inquiries.
- **Dr.Thaj laser skin&hair clinic** 2014 - 2025  
Assistant Manager  
Manages office operations alongside the office manager. Makes improvements to increase efficiency and save money. Schedules and oversees cleaners, janitors, and security personnel. Pays rent, utilities, and vendor invoices on time.

## Education

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- **Bethelehem Teacher Training institute** 2011  
DT.Ed  
First class
- **Bharathiyar university** 2024  
BA.English

## Skills

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- \* Excellent communication skills \* Strong organizational skills \* Ability to multitask and prioritize \* Attention to detail \* Problem-solving skills \* Proficiency in office management systems and procedures \*Computer knowledge

## Languages

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- Tamil
- English
- Malayalam

## Reference

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- **Nivetha - Dr Thaj laser skin& hair clinic**  
Manager  
Nivethachan@gmail.com  
7010483632
- **Vijayakumar - Dr.Thaj laser skin& hair clinic**  
HR  
VKumar000@gmail.com