

# Sharlee Mary

Coimbatore, Tamil Nadu

[sharleemarya2\\_te5@indeedemail.com](mailto:sharleemarya2_te5@indeedemail.com)

+91 98434 20506

To be a part of an organization which should allow me to explore my skills and thereby bringing growth to the organization as well as myself.

## Work Experience

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### **Front Office Executive**

Agaram diagnostics - Coimbatore, Tamil Nadu

May 2021 to August 2022

Front office executive, Telecalling

### **Tele marketing executive**

Just dial Pvt Ltd - Coimbatore, Tamil Nadu

December 2017 to November 2018

### **Tele Sales Executive**

ABT Maruti - Tiruppur, Tamil Nadu

August 2016 to April 2017

Customer care executive

## Education

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### **BCA**

Sasurie College Of Arts & Science

2016

### **HSC**

Jaivabai Corporation Girls Higher Secondary School

2013

### **SSLC**

Jaivabai Corporation Girls Higher Secondary School

2011

## Skills / IT Skills

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- Typewriting
- Customer service

## Additional Information

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### TECHNICAL SKILLS:

Operating System: Windows 7, Windows 8.

Languages: Basics of C, C++

Packages: MS Office

Area of Interest: Computer network, Visual Basic, Photoshop.

Web Related: HTML

### PERSONAL SKILLS

- Comprehensive problem solving abilities.
- Ability to deal with people diplomatically.
- Willingness to learn, team facilitator and hard worker.