

RESUME

Vidyulltha.N
W/o Muralikrishna N
#627, 2nd Main, Raghavendra Block
Srinagar,
Bangalore – 560 050
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Objective : I envision myself working for an organization, which nurtures its employees and creates a positively symbiotic environment for a professional to grow. I aim to enrich myself with the meaningful knowledge along the journey of my career.

Qualifications: Bachelor of Arts in Economics - Passed from Nagarjuna University, Guntur.
Master of Arts in Economics - Pursuing from Sri Venkateswara University, Tirupathi.

Computer Skills: Passed Diploma in Computer Applications from TMC Education Centre, Bangalore in the year 2003.

Operating System : Windows'2010.
Office Packages : MS Office & Google Sheets

Skill Set: Good communication skills
Hands on experience on MS Word and MS Excel and Google Sheets.
Working knowledge on Tally Prime
Exotel
Zendesk

Working Experience:

- Worked as Office Assistant in Pharmacon (I) Private Limited from 15.08.2002 to 10th Jan'2004.
- Worked as Receptionist in Shravanthi Shelters (P) Ltd., from 16th January'2004 to 10th July'2006
- Worked as Customer Response Specialist in Eureka Forbes Limited since 25th August'2006 to 30th April'2008.
- Currently working as CRM in V2 Accountants Inc. Bangalore since 1st April'2015.

Responsibilities:

Handling of inbound Customer Calls

Allocation of calls to respective team members

Fixing of appointment for the Management Team.

Preparation of Daily Activity Report and Month End Reports.

Personal Profile:

Name	:	N.Vidyullatha
Date of Birth	:	15.08.1981
Husband's Name	:	N.Muralikrishna
Nationality	:	Indian
Religion	:	Hindu

Languages Known: English, Hindi, Telugu, Tamil & Kannada.

Date:

Place: (Vidyullatha)