

Bio-Data

Usha,

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Karnataka

Educational Qualification:

Diploma in Information Technology from NIIT (2005)

B.Com Degree from M.G.M College(2003)

Pre-University Education from M.G.M College(2000)

S.S.L.C from St. Cecily's Girl's School(1998)

Work Experience:

1. Worked as an Online Marketing Assist in Access Systems International.

Key Responsibilities:

- Search the internet for companies in Europe & North America who would be interested in the company services.
- Set Up databases of prospective companies.
- Make calls to the person in charge of CADD services.
- Follow up calls with an e-mail explaining our services in detail. **2.**

Worked as a Process Executive in Infosys BPO.

Key Responsibilities:

- Receive inbound calls from UK Clients with regards to billing information
- Provide quality customer service on every call.
- Communicating clearly and effectively with clients.

3. Worked as a Online Marketing Assist for Properties.

Key responsibilities:

- Online marketing for our company.
- Registering with different real estate websites.
- Telemarketing

4.Worked as aTelecaller and online marketing for Applied Cognition systems.

- Telemarketing, Online Marketing

5.worked as a telecaller for cavinkare.

6.worked as a telecaller sales executive for ODCAPTS

7)worked as a telecaller in cenitpro.

Computer Skills:

Software : SQL

Languages : C/C++,Java Script

Platforms :Linux,Windows 98,2000

Hobbies:

Gardening, Reading, etc

Personal Profile:

Name : Usha

Gender : Female

Marital Status :Single

Religion : Hindu

Nationality : Indian