

Kavya Manokaran

E-mail id: kavyamanokaran43@gmail.com

Phone number : 6382867818

PROFESSIONAL SUMMARY

Professional sales person had a great experience in sales and voice process expert for 1.3 years. Developed great customer handling skills and spontaneous out of box thinking and decent tool handling. Been an expert in U.S Voice Sales Process for Home Services (Entertainment), achieved targets and survived as a successful sales expert.

WORKING HISTORY

VOICE PROCESS ASSOCIATE – KGIS INVICTA SERVICE PRIVATE LIMITED

COIMBATORE, TAMILNADU, INDIA- 621012 (Working period: March 2022 – May 2023)

CLIENT – CENTERFIELD CUSTOMER ACQUISITION COMPANY – LOS ANGELES CA 90094 U.S.

EDUCATION DETAILS

- DIPLOMA IN OFFICE ADMINISTRATION NGP COLLEGE OF ARTS AND SCIENCE, COIMBATORE – 641035 (04/2018 – 10/2018)
- B.COM CORPORATE SECRETARYSHIP WITH COMPUTER MANAGEMENT, NGP COLLEGE OF ARTS AND SCIENCE, COIMBATORE – 641035 (04/2017 – 04/2020)
- HSC PSGR KRISHNAMMAL HIGHER SECONDARY SCHOOL – COIMBATORE – 641004 (03/2015 – 03/2017)
- SSLC PSGR KRISHNAMMAL HIGHER SECONDARY SCHOOL – COIMBATORE – 641004 (03/2014 – 03/2015)

CERTIFICATION

ADVANCE POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (03/2017 – 06/2017)

SKILLS

- Customer Handling
- Rapport Building
- Target Competing
- Accuracy and dedication
- Team work and smart work

PERSONAL DETAILS

Name : KAVYA

Father's name. : MANOKARAN

Date of Birth : 04/03/2000

Age : 23

Sex : Female

Blood group : O+ve

Nationality : Indian

Marital Status : Single

Languages known : Tamil, English,

Address : 51/1 Anna Nagar, Neelikonampalayam Road, Coimbatore – 641 033

DECLARATION

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

Thank you,

Yours sincerely,

Kavya Manokaran

CERTIFICATION

ADVANCE POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

SKILLS

- Customer Handling
- Report Building
- Target Completion
- Accuracy and dedication
- Team work and smart work