# Summary

Tarani Naga Gopi Venkatesh

Email: [venkatesh.tarani683@gmail.com |](mailto:venkatesh.tarani683@gmail.com) 226 386 3339 |

Responsible customer sales representative known for applying excellent communication skills. Collaborative individual offering great customer service, time management, and multitasking abilities. Wide knowledge of Microsoft Word, Outlook, Excel, and Teams. Hands-on experience dealing with customers.

# Work Experience

**Business Development Executive** (Mar 2022 – Oct 2023)

**ARK Finserv–** Hyderabad**,** India

* Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
* Answered inbound calls, chats, and emails to facilitate customer service.
* Demonstrated excellent communication skills in resolving product and consumer complaints.

***Volunteer Experience***

* I volunteered to help sort and arrange donated items while also ensuring that the store remained neat and orderly.
* I volunteered to greet and meet at the senior citizen community hall.

# Education

Enrolled – International Business Management. **Durham College, Jan 2024**

Bachelors in Business Administration **Avinash College India, 2021 Availability**

* Tuesday : 8 AM to 4 PM
* Wednesday : 2 PM to 8: 30 PM
* Friday : 8 AM to 12: 30 PM
* Saturday : 8 AM to 7 PM
* Sunday : 8AM to 7 PM