Hemavathi.D

#3, 1st Floor Nandaram Singh Lane,

Lakshman Mudaliyar Street Cross

SHIVAJINAGAR

BANGALORE 56001

Contact no: 9901713395

Email:HemavathiD77@gmail.Com

**Objectives:**

To work in a professional atmosphere with a level of satisfaction and provide the best efforts for the success of task provided and hence in contribute n the progress organization.

**Education Qualification:**

B.COM

**Additional Qualification**

1. Basic computers, MS Word, MS Office, Power Point
2. Certificate level in Insurance

**Job Experience:**

1. Worked in Mphasis as a Customer Service Agent (CSR) in Voice Process.
2. Worked in Indecomm Global Services (Aug 2012 - Feb 2014)

**Experienced in the Field:**

1.Homeward

**Sub Process:** Operations (Ops Review), Loan Entry, Clear Point, Trailing Docs, Internal QA, Stacking

**Extra Initiative**: Giving Training

**Strengths:**

1. Ability to work individually as well as in team.
2. Willingness to learn and adopt changing environment.

**Principle:**

Hard Working, Sincerity and ability to learn the work faster.

**PERSONAL PROFILE**

Father’s Name : N.Devaraj

Date of birth : 22nd January 1989

Nationality : Indian.

Marital Status : Single

Sex : Female

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

Hobbies : Reading Magazines and Books

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 02/04/2014 Yours Faithfully

Place: Bangalore

(HEMAVATHI. D)