RESUME

P. PRIYANKA Email: pp27896@gmail.com

Contact:9177146141

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| CAREER OBJECTIVE : |

Seeking career in a professional organization. With increasing my skills and working in good environment. An organization increasing responsibilities that would give encouragement

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| ACADEMICS QUALIFICATION : |

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| Examination passed | Discipline | College/University | Year of passing | % of marks |
| MBA | Finance  (Specialization) | DVR College Kandi Sangareddy District | 2017 | 75.00 |
| Degree | B.Com(computers) | AcharyagDegrre College  Zaheerabad ( Osmaniya University) | 2014 | 74.00 |
| Intermediate | CEC | Sravanthi Junior College, Zaheeerabad. | 2011 | 68.00 |
| SSC | - | Adarsha vidyalaya High School,  Zaheerabad. | 2009 | 70.00 |

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| SKILLS : |

* Computer Knowledge
* M.S.Office
* Tally
* Ms excel

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| STRENGTH : |

* Positive Thinking

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| HOBBIES : |

* Cooking
* Watching TV
* Playing Games

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| EXPERIENCE : |

* Worked as associate customer support in tech Mahindra form 2018-2021

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| ROLES AND RESPOSIBILITIES : |

-Maintaining customer relationship by responding to inquiries, documenting actions.

-Improving quality service by recommending improved processes; identifying new product and service applications.

-we used to get query through mails and chats so if there is any changes are they need any update regarding there account details we need to resolve then and there and we have to give the resolution to the customers .As we used to get almost 20-30 queries per day.

-Provide accurate answers and solutions to customer queries

-Redirect customers to appropriate teams and/or departments as needed

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| PERSONAL PROFILE : |

Name : P. Priyanka

Father’s name : P. Nagesh

Date of Birth : 30 October 1991

Nationality : Indian

Mother Tongue : Telugu

Languages Known : English, Telugu and Hindi

Address of correspondence : H No. 5-1-23

Shanthi Nagar Colony,

Zaheerabad

502220,Sangareddy Dist

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| DECLARATION: |

I hereby declare that the above mentioned details are correct and true to my knowledge.

Date:

Place: Zaheerabad (P.Priyanka)