Saranya. K

22/1, 8th cross, C-Block

Buvaneshwarinagar,

Magadi Road, Bangalore- 560023

Mob: +91-9620522886 Email ID: [saranyak.kumari26@gmail.com](mailto:saranyak.kumari26@gmail.com)

**Objective:**

To leverage my education qualification, work experience & capabilities in a dynamic and growing organization to impact its growth by providing business intelligence solution in order to support business development programs in all aspects of marketing, sales & services.

**Expertise:**

* Strong written & verbal communication skills.
* Management skills.
* Good knowledge of Calls.
* Well versed in MS Excel, MS word & MS office.
* Expert in confidence while speaking to customer.

**Certification:**

1. Net ambit info Source e-services Pvt Ltd: For Education process in mission road Bangalore.
2. Kochar Infotech Pvt Ltd for technical support executive in VV puram, Minerva Circle Bangalore.

**Education Summary:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institute** | **Specialization** |
| B.com (pursuing) | RPA Collage | Accounts |

**Career Profile:**

**First Assignment:**

|  |  |
| --- | --- |
| Experience | 3 year |
| Company name | Kochar Infotech Pvt Ltd |
| Designation | Technical Support Executive |
| Job Profile | * Inbound Calls , Back office * 2G &3G Calls Handling * Floor maintence |

**Second Assignment:**

|  |  |
| --- | --- |
| Experience | 6 month |
| Company Name | Netambit info source E-services Pvt Ltd |
| Designation | Senior caller & Assistant Team Leader |
| Job Profile | * Handling Issues Calls * Daily Calls Reporting to Team leader & Manager * Maintenance Candidates Attendance & floor issue * Maintenance team |

**Personal Details:**

|  |  |
| --- | --- |
| Date of Birth | 26-7-1995 |
| Nationality | Indian |
| Language | English, Kannada ,Tamil |
| Father’s Name | Keshavan .S |
| Marital Status | Unmarried |

Date:

Place: Bangalore

Your’s Faithfully

( Saranya.K )