

T. Vishali

Chennai, Tamil Nadu

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8754512304

To work in an organizational environment and which provides me an ample opportunity to utilize all my abilities, skills and knowledge to bring about the value addition to your esteem organization.

Work Experience

Help desk executive

Zigma Technologies India Pvt Ltd - Chennai, Tamil Nadu

October 2016 to Present

in 5 years)

Achivements

- I have received reward from joint commissioner Best GST practices
- I have received certicate for NSS, soft skills and national conference (Business Management)

Technical Skills

- Tally ERP 9
- Typewriting
- Good computer knowledge

Sales Executive

T.S Mahaligam financial sales pvt.ltd - Chennai, Tamil Nadu

May 2015 to September 2015

- I have worked as tele caller at there
- Taking outbound calls and explaining about personal loan

Front office admin

Area of Interest

- HR
- Excutive
- Accounst assistant

Education

B COM

MADRAS UNIVERSITY - Chennai, Tamil Nadu

2012 to 2015

Mail Chatting on Customer and Government Employee

STATE BOARD

2009 to 2010

Skills / IT Skills

- Resolving clients query
- Filling to GST returns
- Able to clarify GST doubts
- Effective business management.
- Self- Confidence.
- I am a Creative, Leading and an Innovative personality.
- Good at Communication Skill and Coordinating.
- Quick learner.