**RESUME**

**Kallam Harshavardhan Reddy**

**Email Id:** Harshavardhanr419@gmail.com

**Mobile:** +91 8008148074

**Address:** Santhosh Nagar,   
Kurnool, Andhra Pradesh 518006.

**OBJECTIVE**

  Proficient in point-of-sales systems, drafting customer emails and following up

on requests.

**ACADEMIC PROFILE**

* B Tech (2020) mechanical Engineering – sree Venkateswara college of engineering Nellore.
* Intermediate MPC (2016) - sree Chaitanya Junior College, Nellore.
* SSC (2014) – Sree Netaji (MSR) pilot high school, Nellore.

**TECHNICAL EXPERTISE**

* Analysis
* Customer support.
* Customer service solves the problems via voice call and chat
* Open and maintain customer accounts by recording account information
* Listening Skills
* Prepare product or service reports by collecting and analyzing customer information
* Ability to multitask, prioritize and manage time effectively

**PERSONAL TRAITS**

* Confident and determined
* Excellent communicable skills
* Problem solving abilities
* Quick learner
* Good team player

**PERSONAL INFORMATION**

Father’s name : subbareddy kallam

Date of birth : 17 January 1999

Marital Status : Unmarried

Nationality : Indian

**Declaration:** I solemnly confirm all the information provided above is true to the best of my knowledge and belief.

Place:

Date: Harshavardhan Reddy