



# MANI DURGA BURRI

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🏠 Hyderabad

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## SKILLS

Customer Communication

MS Office Suite

Data Entry - 6 Months  
Hands On Experience

Typing Proficiency

ServiceNow

Multichannel Support

Team Collaboration

Adaptability

Calm and patient listener

Strong communication and  
interpersonal abilities

Quick learner and detail-  
oriented

## LANGUAGES

English

Telugu

## HOBBIES

■ Listening to music

■ Dancing

## CAREER OBJECTIVE

To secure a responsible position in a reputed organization where I can utilize my communication skills, patience, and attention to detail to resolve customer concerns effectively. I aim to contribute positively to team efforts and enhance customer satisfaction while growing both personally and professionally in a service-oriented environment.

## EDUCATION

**B.Sc (Computer Science)** 2023

Prakasam Degree College, Rajahmundry

- Board/University: AKNU, Rajahmundry
- Percentage: 72%

**Intermediate** 2020

Greyfriars EM High School, Dondapudi

- Board: Board of Intermediate
- Percentage: 63%

**SSC** 2017

ZP High School, Kovvurupadu

- Board: School of Secondary Education
- Percentage: 70%

## PROFESSIONAL SUMMARY

- Highly motivated and customer-focused individual with a calm and professional approach.
- Demonstrated ability to solve problems and support users with patience.
- Flexible and eager to learn new systems and tools quickly.
- Consistent focus on quality service and customer satisfaction.

## CO-CURRICULAR ACTIVITIES

- Participated in college fest activities.
- Served as Class Representative, demonstrating leadership.
- Engaged in team games and collaborative events.
- Completed an internship focused on Salesforce.