



MANI DURGA BURRI

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🏠 Hyderabad
📅 September 30, 2002
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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	
<ul style="list-style-type: none">• Board/University: AKNU, Rajahmundry• Percentage: 72%	
Intermediate	2020
Greyfriars EM High School, Dondapudi	
<ul style="list-style-type: none">• Board: Board of Intermediate• Percentage: 63%	
SSC	2017
ZP High School, Kovvurupadu	
<ul style="list-style-type: none">• 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.