

CURRICULUM VITAE

PASALURU LAKSHMI

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OBJECTIVE:

To get a good job in a reputed concern and to earn good name through hard work and sincerity. To face risk and accept challenges to get succeed in life. I strongly believe that risk taking will give more knowledge about the field.

Personal Skills and Strengths:

- Good communication & Time Management skills.
- Proficient level of Spanish as well as English.
- Flexible in independently handling any job.
- Excellent verbal and written communication skills.
- Self-Sufficient and Proactive.
- Confident and open minded.
- Strong Analytical Skills.

Educational Qualification:

- Spanish language diploma course (B1 level) from Vincent Ferrer – Rural Development Trust Anantapur in 2016
- Graduation in (B. Com) Bachelor of Commerce (Computers) from Sri Krishna Devaraya University in 2014.
- Intermediate (C.E.C) from S.S.S Arts and Science (W) Junior college in 2010 Anantapur.
- S.S.C from Board of Secondary Education, G.O.S Girls High School in 2008 Anantapur.

TECHNICAL SKILLS:

- Microsoft Office(MsOffice,Ms Excel & Outlook)
- Vlookup
- Proficiency in three languages i.e. Spanish, English and Telugu.

PROFESSIONAL EXPERIENCE:

TELEPERFORMANCE GLOBAL SERVICES PRIVAT LIMITED(INTELENET GLOBAL SERVICES), CHENNAI

Senior Customer Service Executive, Since August-2017-Till present.

- It is finance and accounting project which provides services for telecom based industry.
- Responsibilities for vendor queries by contacting the vendor through phone or email and assisting the clients.
- Assist for the staff for Spanish relating issues.
- Have bulk knowledge on accounts payable, as well as in Spanish language.

PERSONAL INFORMATION:

- Name: P. Lakshmi
- Father's name: Narayanan Swamy
- Sex: FEMALE
- Marital Status: SINGLE
- Address M.V Colony, Rudrampeta, Anantapuram, Andhra Pradesh -515004.

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge.

Place:Lakshmi.P