

VIJAYA LAKSHMI

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Bangalore,

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Objective

Seeking a position in your organization to utilize my skills and experience in a quality environment where knowledge can be shared & enriched logically, at the same time being resourceful, innovative and flexible in my work.

Profile Summary

- APC Schneider electric private limited "1.6" months as a production in Bangalore.
- YAZAKI India private limited "4" months as a Data Entry Operator in Bangalore.
- DIGICALL - DISH TV (IN BOUND Process) "1.6"Months of Experience as a Tele-caller in Hyderabad.
- VRP Credit Card Department (OUT BOUND Process) " 3" Months of Experience as a Tele-caller in Hyderabad

Technical Skills

- Packages : Excel, Advanced Excel.
- Operating Systems : Windows Family.
- Primary Skills : MS-Office.

Professional Experience

- Having 1.6 **Months** of work experience from March 2015 to Oct-15 and March-2018 to till now at **Schneider Electric IT Business Pvt. Ltd.**
- Prepare Daily, Weekly and Monthly Quality reports.

Qualification Summary

<u>Course</u>	<u>Name Of Institution</u>	<u>University & Board</u>	<u>Year Of Passing</u>	<u>% Of Marks</u>
ITI	Govt. ITI Raichur	GOVERNMENT OF KARNATAKA	2013	83
S. S. L.C	K.S.S.B. English Medium School Raichur	Board Of Secondary Education	2010	50

Major Projects

Title : **Digicall Tele Services**
Environment : In-Bound
Role : Customer Support,
Duration : Oct 2016 to January 2018.

Responsibilities:

- Customer Support for Dish TV quarries
- Good in using excel to timely delivery of reports
- Prepare Daily, Weekly and Monthly Quality reports

Personal Information

Date of birth: 25th September 1993
Place of birth: Raichur (KA)

Father's name: P. Mohan
Languages known: English, Hindi, Kannada and Telugu

Declaration

Hereby I, declare that all above mentioned details are true and correct as best of my knowledge.

Date:
Place: Bangalore

(P.Vijaya Lakshmi)