

## **Lakshmi NC**

**Mobile :** 7353066694

**Email :** rachulaxmi@gmail.com

### ***Professional Summary***

---

To be associated with an organization having sincere and friendly environment, that would utilize my knowledge and give me an opportunity to enrich myself with more knowledge.

**Timesol facility management pvt.ltd, Bangalore – Present**  
**2015 to Present**

**June**

**Customer care Executive(Bill Collector)(Out bond)(Non-Voice)**

#### **Present Responsibilities:**

Worked as a Customer Care Executive In Timesol Pvt.Ltd,Koramangala 1<sup>th</sup> block Bangalore,

- ✓ Data entry for incoming & outgoing postals & couriers and passport, Travel.
- ✓ Coordinating with internal customers to provide solutions, managing status of courier solving escalations
- ✓ Supporting end user of mail master outlook mail configuration.
- ✓ Generating daily, weekly, monthly, quarterly and other adhoc reports of courier,passport,Visa ,Bills details opened with Admin helpdesk and finding the root cause analysis to meet SLA.

### ***ACADEMIC CREDENTIALS***

---

- Bachelor of Commerce from Maharani's Arts & Commerce college, Mysore – 2010
- PUC from Government College, Mysore – 2007
- SSLC from Govt. High School, H D Kote - 2005

### ***Strength***

---

- Dedicative
- Self Confidence
- Quick learner
- Flexible to adopt changes

### ***Other Skills***

---

- Good knowledge on MS excel, MS Word & Internet Applications.
- Good Communication Skill

***Personal Summary:***

---

Date of Birth : 01-04-1989  
Nationality : Indian  
Languages Known : English, Kannada  
Communication Address : Lakshmi W/O Shivaraju Naik  
C/O Erappa S/O Nallurappa

**#12,1<sup>st</sup> floor,Gattahalli,**

**Huskur post,Bangalore Rural-560099**

Hobbies : listening to music, Dancing, Cooking,  
Reading news Paper. etc

**Declaration:**

I here by declare that the above furnished information is correct and I am responsible for its accuracy.

Place: Bangalore

Date:

[Lakshmi NC]