

# Prashanth.M

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#1/2, Shivan Temple Road,  
Gowthamapuram, Ulsoor,  
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## **OBJECTIVE**

To seek a challenging position, that utilizes my skills that provides me an opportunity towards Organization growth and personal growth.

## **STRENGTHS**

- ⌚ Oriented with excellent people management skills and an ability to manage change with ease.
- ⌚ Proven strength in problem solving, co-ordination and analysis.
- ⌚ Strong communication, interpersonal, learning and organization skills matched with the ability to manage stress, time and people effectively.
- ⌚ Sincere, hard working and a willing learner, confident and optimistic

## **Work Summary:**

Company Name: **Rhizome Hospitality Solutions Jan 2016 – Jan 2017**

Designation: **Auditor**

Job Profile:

- Checking daily sales report
- Daily inventory reports
- Daily reports to manager
- Preparing of monthly costing
- Giving training to new comers

Company Name: **Allsec Technologies from May 2017- Oct 2017**

Designation: **Telemarketing Executive & Communication Trainer**

Job Profile:

- Handling the customers enquires
- Regular follow-up with the clients
- Developing quality service through customer feed back
- Responsible for preparing weekly reports
- Preparation of reports like daily Incoming & Outing Calls
- Giving training for all new comers

**Personal Details:**

Father's Name : Maxwell. S  
Mothers Name : Lakshmi. M  
Date of Birth : 16/11/1997  
Marital Status : Single  
Nationality : Indian  
Languages known : English, Hindi, Tamil & Kannada

**Inter-Personal:**

Patience, Reliability, Integrity, Firmness good temper, and Caution.

**Educational Qualification:**

Completed 10<sup>th</sup> – 2013. Our Lady of Lourdes School  
Completed PUC – 2015. Scared Hearts Composite PU College  
Completed B.Com – 2019. St.Joseph's Autonomous Evening College

**Computer Knowledge:**

MS Office: MS Word, Excel

**Hobbies:**

Passionate Drummer & Musician, Movies, Playing Sports, Travelling,

Date:

Place: Bangalore

**Prashanth. M**