

RESUME

P. SOWNDARYA

No. 22, T.A. Koil Street,

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Career Objective:

Seeking a challenging position in a reputed company and to improve my knowledge and skills and also provide service to the organization.

Personal Skills:

Comprehensive, problem solving abilities, willingness to learn team spirit, a highly optimistic character with a lot of confidence.

Academic Chronicle:

Course	School/College	Board/University	Year	Percentage
SSLC	Bethel Mat. Hr. Sec. School, Ayanavaram.	Matric	2008	75 %
HSC	Bethel Mat. Hr. Sec. School, Ayanavaram.	Matric	2010	87 %
B.B.M.	Anna Adharsh College for Women	Madras University	2012	Discontinued

Experience:

- 1 year experience in SAHARA ASSOCIATES as Tele Caller
- 1 year experience in Blue Chip Services International Pvt. Ltd. as a Receptionist.
Handling Customer Queries, Out Bound Calls, Making Walkins, Maintaining Register.