



# Sangeetha D

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Quick Grasper, Team Player, Independent Worker

## EXPERIENCE

### Tata Consultancy Services, Chennai — *Customer Services Executive*

January 2021 – October 2023

- Used web-based and proprietary knowledge bases to locate account and transaction information for customers and colleagues.
- Developed collaborative partnership with customers and internal business partners to successfully solve complex problems.
- Month end reporting.
- Coordinating with Team to ensure all respective activities are done before month end closing.

### SPI Cinemas Pvt. Ltd., Chennai — *MIS Executive*

July 2018 - January 2021

- Planning, Coordinating and directing all activities.
- Oversees all the food outlet activities.
- Maintaining the Food outlets data in excel
- Submitting all Data sheet to the management and provide the solution for improving the sales in Food outlets.

## EDUCATION

### University of Madras, Chennai — BCA

Completed in April 2016

- Specialization in computer application
- Percentage - 70

### Government Polytechnic College, Chennai — Diploma in CSE

Completed in April 2013

- Specialization in Commerce
- Percentage - 72

## SKILLS

- ★ MS Excel
- ★ Outlook express
- ★ MS Office
- ★ Client Interaction
- ★ Tight Deadline Working

## ACHIEVEMENT

- ★ Active participation and standardization of Project.
- ★ Knowledge Transfer has been successfully provided for a new resource.

## AWARDS

- ❖ Certified in Computer application Course
- ❖ Certified in BA of Hindi Language.

## LANGUAGE

- English - Fluent
- Tamil – Native
- Telugu – Native
- Hindi - Beginner