**Vijaya Rekha**D/O Kanakaiah  
Villa# 153, VGN Platina  
Ambigai Nagar  
Ayapakkam, Chennai Ph#:9962186446  
Email: rekhabobbili@gmail.com

Dear Hiring Manager:

This letter is to express my interest in join your reputed concern. The opportunity is very appealing, and I believe that my experience will make me a competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

* Provide exceptional contribution in my experience in US Healthcare.
* Strive for continued excellence.
* Strong communication skills.
* I am a self-starter and my ability to work with a team.
* Eager to learn new things.

I also have a wide breadth of experience of the type that gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. Please see my resume for additional information on my experience.

I hope that you'll find my experience and interests intriguing enough for this position, as I am confident that I could provide value to you and your reputed concern. Should I given any opportunity Sir, I assure you it will be my constant and conscientious endeavor to prove worthy of your choice and I shall discharge my duties to the best of my abilities.

Yours faithfully,

Vijaya Rekha

**Professional Objective**:   
“To strive to be in all aspects of life, both professional and personal to achieve the Goals through hard work, honesty and to apply and integrate the knowledge and skills learned, effectively in the job environment.”

**Key Skills:**   
**Communication** - Deals with customers and clients at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.  
**Problem solving** - Ability to understand issues and work towards resolving them.   
**Team Player** - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.   
**Planning and organizing** - Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

I've been training people who join new in the team  
  
**Computer Proficiency**Computer skills include: MS Word, Excel and PowerPoint

**Educational Qualifications:**Passed Higher Secondary Examination (HSC) at **Srivani girls jr. College**

Completed B.Sc at **Kakathiya University**

Completed MBA (HR) at Jawaharlal Nehru Technological University

**Professional Experience**

**Access Healthcare -** June 2020 till current

**AGS Healthcare -** April 2017 to Jan 2018  
**Qway technologies –** April 2014 to 18/11/2016 as Sr. AR caller

**Personal Profile  
Name** Vijaya Rekha  
**Father’s Name: Kanakiah**

**Date of Birth:**  13th August 1986  
**Permanent Address:** Villa#153

VGN Platina  
 Ambigai Nagar  
 Ayapakkam

Chennai 600077  
**Mobile Number:** 9962186446  
**Email Id: rekhabobbili@gmail.com**

**Declaration**

I hereby declare that above furnished details are true to my best of knowledge and belief.

Place: Chennai  
Date: 23/12/2022