

Aathilakshmi G

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Kanyakumari :- 629701

JOB OBJECTIVE

- To obtain a seeking a post in the call center customer service field where I could utilize my problem solving skills in an exclusively customer oriented environment.

SKILLS:

- Very articulate with excellent communication skills
- Keen listening and quick thinking abilities
- Patient and cheerful voice quality
- Adaptable, can work in shifts

TECHNICAL PROFICIENT

- Well versed MS Word, MS Excel, MS PowerPoint
- Typewriting both English and Tamil
- Efficient in Internet and Basic Computer Applications

PROJECTS

- Sales Dashboard - Built using Excel

STRENGTH

- Sincere and Hardworking
- Team work skills
- Positive Attitude
- Ability to grasp new skills quickly
- An execute a task within a given time

EDUCATIONAL QUALIFICATION

- B.Sc(Mathematics) from Manonmaniam Sundaranar University
- Intermediate from Government Arts and Science College

EXPERIENCE

Fresher

PERSONAL PROFILE

Father's Name	:	A. Ganesan
Date Of Birth	:	28 May 2004
Gender	:	Female
Nationality	:	Indian
Language Known	:	English and Tamil
Hobbies	:	Cooking and Listening
Married Status	:	Single

JOB DESCRIPTION

I declare that best of my knowledge and I can build my career and help the organisation too.

CERTIFICATE

- Typewriting Certificate
Certificate SNo : GTE1411425