

RESUME

Swati Ramesh Siram

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OBJECTIVE:

To work in a conducive environment to strive for personal growth while complimenting achieving goals with effectiveness.

WORK EXPERIANCE:

- ❖ 15 Months as a Customer Care Associate in Tech Mahindra, Pune.
- ❖ 6 Months as a Tellecallee in DBS Pvt. Ltd, Pune.
- ❖ 6 Months as a Customer Care Associate in Taurus BPO, Pune.

EDUCATIONAL QUALIFICATION:

Exam	Board	Year of Study
B.C.C.A.	R.T.M. Nagpur University, Nagpur	2018
HSC	Nagpur Board	2013
SSC	Nagpur Board	2008

COMPUTER KNOWLEDGE:

- MSCIT
 - O-LEVEL SOFTWARE
 - C PROGRAMMING
 - BASIC COMPUTER
 - HARDWARE ASSISTANT
 - TALLY ERP-9
 - GST
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PERSONAL APPRAISAL

- Have good leadership, communication and problem solving skills.
- Have an aptitude to learn new things quickly and receptive to new ideas.
- Have a developed sense of commitment and devotion to the work at hand.
- Adaptable and optimistic in nature, this helps me to be resilient.