

Curriculum Vitae

M.N.S.R Rajeswari
Ramamurtnagar
Bangalore-560016

☎8660010173

Email: madduri _rajini@yahoo.com

OBJECTIVE

To reach high echelons of success in a challenging and dynamic growth oriented organization adhering to three D' in life, Discipline, Dedication and Determination and to contribute the best of me in its growth. And an ability to relate well with people at all levels and ensuring jobs are seen through from conception to successful completion.

ORGANIZATION SKILLS

- Strong understanding of business process.
- Able to handle any type of customer.
- Good communication skills.
- Leadership capabilities to train or motivate team and to perform with team spirit.
- Dedication...willingness to walk the extra mile to achieve excellence.

WORK EXPERIENCE

Complete Work experience of about 3 years.

- Worked as **Customer Support Executive** in ICICI for one year.
- Worked as **Customer Support Executive** in Sun-Direct for 2 years.

RESPONSIBILITIES AS CUSTOMER SUPPORT EXECUTIVE

- Used to provide details to the customers regarding loans.
- To provide details regarding Credit Card.
- To provide details regarding Account types and their benefits.
- To provide details regarding Dish TV.
- Should convince customer to take credit card.
- Should collect and check all the documents for issuing credit card and loans.

EXPERIENCE GAINED

- Able to handle different type of customers.
- Good communication and convincing skills.
- Ability to meet target without fail.

EDUCATIONAL BACKGROUND

Computer Skills: Post Graduate Diploma in Computer Applications.

H.S.C: Diploma in Fashion designing.

S.S.C: SSC from Board of Secondary Education.

PERSONAL PROFILE

Name: M.N.S.R Rajeswari

Date of Birth: 18 FEB 1988

Languages (Read and Write): English, Telugu, and Hindi

Permanent Address:

Email: rajini5646@gmail.com

DECLARATION

I hereby state that the information furnished by me is completely true to the best of my knowledge.

M.N.S.R Rajeswari