**RESUME**

**Marri. Mounica**

Contact No – 7416269235 E-Mail – [mounicamoni196@gmail.com](mailto:mounicamoni196@gmail.com)

Seeking a challenging career in a reputed organization which provides more avenues to utilize my skills for the individual and organizational growths.

**EDUCATIONAL QUALIFICATIONS:**

* Masters in Business Administration from Holy Mother with 59%
* Graduated from St’Anns Women’s Degree. College B.com (computer) with 60%
* Intermediate from St’Anns Junior For Girl’s College with 70%
* S.S.C From Durga Bhavani High School with 6.2%

**Technical Skills:**

* Ms.Office
* Ms.Excel
* Ms.Word

**Employment Details:**

Organization : COGNIZANT TECHNOLOGY SOLUTIONS

Job Title : Senior Process Executive

Duration : 09 Oct 2017 – Current

**Job Profile :**

* The Role of direct interaction with clients through chats and emails
* Working for insurance with quoting disabilities with generating premiums for a huge of organizations
* Handling Client escalations
* Received appreciations from clients and management for timely delivery of emails and proposals constantly for 15 months
* Proved the capabilities of working under pressure.

**Achievements:**

Received a Ace of rookies for one time and Spot light for 4 times for the production in 12 months

**PERSONALITY TRAITS:**

* Ability to work as an individual as well as in groups.
* Highly motivated and eager to learn new thing.
* Dedicated, disciplined, self confidence and hard working.

**HOBBIES/INTERESTS:**

* Watching TV
* Listening Music

**PERSONAL INFORMATION:**

**Name :** Marri.Mounica

**Address :** Hno-3-137, Narsimha Reddy Nagar,

Malkajgiri, Sec-500015, Telangana.

**Current designation** : Senior Process Exceutive

**Current Company** : COGNIZANT TECHNOLOGY SOLUTIONS

**Current Location** : Hyderabad

**Preferred Location** : Hyderabad

**DOB**  : 07.01.1996

**Languages Known** : Telugu, Hindi, and English

I hereby declare that the above furnished information is true and fair up to my knowledge.

**Date**: (Marri.Mounica)

**Place**:Hyderabad