CURRICULUM VITAE

CONTACT INFO:

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Sreevari nilyam hongasandra

Bangalore-560068

PROFESSIONAL OBJECTIVE:

• Challenging and rewarding career with professional growth that draws on

my skills and creativity in a collaborative environment where learning is encouraged.

PERSONAL STRENGTHS:

• Proactive, motivating and Goal-oriented.

• Willingness to learn and ability to work hard. ACADEMIC QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| QAULIFICATION | YEAR | PERCENTAGE |
| SSLC | 2008-09 | 60% |
| PUC | 2009-11 | 58% |
| B.COM | 2011-14 | 65% |

TECHNICAL SKILL SET:

Package: M S Office And Internet

WORK EXPERIENCE:

• Worked in Aditya Fitness for 1 year in administration dept as front office executive
and was handling the direct walk in customer regarding the admissions and the fees
structure

And was following up with the customers trough the calls

• Worked in Manipal Institutions Of Computer Educations as Counselor cum front
office executive. For 3 month's handling the direct walk in as well as through calls

• Worked in Medi assist in domestic voice process as customer care executive for past 1
year 3 months in the critical que handling the major corp orates like IBM,TECH
MAHINDRA,COGNIZANT TECHNOLOGIES INFOSYS,HP etc and have the
experience in handling the escalation calls and taking 90 calls per day as per the comp
norms which was affecting the KRA of the org and had the rating of 3 out of 4.

• Working in United health care Pvt ltd in international company as

Associate service provider representative In claims dept in a Team VACCN for past 1 year 7 months.

PERSONAL PROFIL:

• Name

• Father’s Name

• Gender

• Date-of-Birth

• Marital Status

• Hobbies

• Languages known

• Present Address

DECLARATION:

: AMRUTHA B S : Mr. Sridhara

: Female

: 07-09-1993 : Married

: Reading Books, Listening to Music, Drawing : English, Hindi, Kannada ,Telugu

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

• Place: Bangalore

• Date (AMRUTHA B S)