Resume

**E. Soundarya**

H.No: 18-8-443/1/A,

Kalikanagar, Lalithabagh,

Hyderabad- 500053.

Mobile No: 9293151252

Email Id: [Esoundarya073@gmail.com](mailto:Esoundarya073@gmail.com)

**Career Objective:**

To work in a challenging environment where I can put my talent into best possible use and which allows me to improve my skills and makes me compentent enough to reach higher positions.

**Educational Qualifications:**

* **Diploma (CME)** from **T.R.R College of Engineering and Technology** at Meerpet.
* **CBSE** from **Defence** Laboratories School Kanchanbagh.

**Job Description:**

* **CPI Data Service Pvt Ltd - 2016 till date.**
  + Working as a SME (Subject Matter Expert) in this company.
  + Leading a team of Senior Process Associates and Process Associates.
  + Managing Team work allocations.
  + Make the most of work time and take on additional tasks without affecting regular assignments.
  + Produce high quality outputs in a timely manner while understanding the client requirement.
  + Clarifying the doubts were the team is facing problem.
* **Dial N Ask – Sep 2015 – Dec 2015.**
  + I worked as an Inbound and Outbound calling to the clients.
  + Collecting the data and segregating those data and storing in the excel sheets.
  + Taking appointments from the clients and giving to our Team Lead’s so that they can communicate further.
* **UDYOGAH - Jun 2015 – Sep 2015.**
  + I worked as an “Sales Executive” in this company.
  + We have to call to the clients and should introduce about our company and the procedure and crack the leads which our team lead has given to us.
* **DRDL:**
  + Six months training on “Student Industrial Portal” Project.

**Technical Skills:**

* Platforms : Windows XP 7 8 &10.
* Applications : MS-Office.
* Course : Six month in Manasa Typewriting & Shorthand Institute.

**Interested In:**

* Learning New things.

**Achievements:**

* Actively participated in sports and cultural events during graduation.

**Strengths:**

* Verbal Communication skills.
* Ability to handle multiple tasks.
* Ability to take initiatives and work under minimal supervision.
* Capable to work in a team.
* Friendly nature.

**Personal Information:**

* Name : E. Soundarya
* Father’s Name : J. Ram Brahma Chary
* Date of Birth : 29th Aug, 1996
* Gender : Female
* Nationality : Indian
* Hobbies : Listening Music, Internet browsing, watching serials.
* Languages Knows : English, Telugu and Hindi
* Address : H-No: 18-8-443/1/A,

Kalikanagar,

Lalitha Bagh,

Uppuguda.

Hyderabad – 500053.

**Declaration:**

I hereby declare that the all the above personal and technical details are true to the best of my Knowledge and I will be attentive to the work given to me.

Date:

Place: Hyderabad (E. Soundarya)