



DIVYA.D

PROJECT ASSOCIATE

NEW NO :255 OLD NO : 65
MALLIGAI POO NAGAR ADYAR CHENNAI - 20
9176555426
ddivyaaugust@gmail.com

★ YEAR OF EXP: **2 years and 8months**

NPTEL

TILL DATE

● PROJECT ASSOCIATE

Managed project requirements and accomplished objectives by self monitoring progress and promptly solving issues
Prioritized tasks and carefully managed time to consistently meet delivery dates
Performed various administrative functions, including contacting through phone, delivering mail, sorting mail

SUTHERLAND GLOBAL SERVICES

JAN 2017

● CUSTOMER SERVICE AGENT

Provided primary customer support to internal and external customers in fast-paced environment
Educated customers how to use company systems complete forms and obtain desired services
Communicate professionally with colleagues freelancers and clients

EDUCATION

B.TECH IT

MAY 2016

● Anand Institute of Higher Technology

ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATHUR, TAMILNADU

HIGHER

SECONDARY
APR 2012

● VANA VANI MATRIC. HIGHER SEC SCHOOL

IIT CAMPUS, CHENNAI

SSLC

SECONDARY
APR 2010

● RANI LADY MEYAMMAI HR. SEC. SCHOOL

GANDHI NAGAR, ADYAR, CHENNAI

SKILLS

- Resource allocation
- Workplace safety
- Technical knowledge
- Operations monitoring
- New employee mentoring
- Project documentation
- Report delivery
- Quality assurance
- Customer rapport