**CURRICULUM VITAE**

**AKULA SATHISH**

H.no: 3-16-97/C/5/A,

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Hyderabad-500013.

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**Service Associate and Back-End Processor**

**OBJECTIVE:**

To have a successful career in an esteemed and leading organization, that utilizes my skills and smart working capability for its advancement and at the same time fasten my growth, both professionally and personally.

**EXPERIENCE: 2 Years 4 months**

* As Customer Service Associate and Sales in **Bharat matrimony** - Paradise (1 YEAR).
* As Digital Interaction advisor in **24/7** Customer Pvt.Ltd - Uppal (4 MONTHS CONTRACT Period).
* AS Editorial Associate In **Austin Info Consultancy** Pvt Ltd - Madhapur ( 12 months)

**ACADEMIC QUALIFICATION:**

* B.TECH (**EEE**) from AURORAS ENGG COLLEGE of JNTU University in 2013.
* INTER (**MPC**) from SRI CHAITANYA Jr. COLLEGE - Ramanthapur in 2009.
* SSC -X CLASS from Z.P.S.S DEVARUPPULA High School - Warangal in 2007.

**PROFESSIONAL SKILLS:**

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| Communication | : Hindi, English, Telugu. |
| Back-end Process | : Emails, Chat with customers,  Service Explaining. |
| Typing speed | : 35-40 Words Per Minute. |
| Report | : Collect Feedback From Customers. |
| Team Leader | : Handling up to 10 Members. |
| Team Spirit | : Handle New Assignments and Finished in Time. |
| Operating System | : Windows Xp, 7, & 8, 10. |
| Applications In System | : Ms. Office (Word Document, Excel-Csv, Xslx,  Sorting, Filter Etc & Power Point). |
| SKILLS In IT(Technical Skills) | : Web Designing in Html 5 and Css 3,  Ecommerce, Web Browsing. |

**ABILITY SKILLS:**

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| * Ability to Achieve Goals and Make Challenging Environment to Colleagues. |
| * Strong ability to work in groups with Team spirit. |
| * Ability to lead Group Discussion in New Assignments |
| * Willing to learn new concepts in Discussions, |
| * Collection and Service feedback |
| * Innovative Ideas for Customer Satisfaction and New Assignments |
| * Involving with technical skills for quick response |

**PERSONAL PROFILE:**

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| --- | --- |
| Date of Birth and Age | : 20th JUNE, 1992; 27 Years |
| Marital status | : Unmarried |
| Father Occupation | : Auto Driver |
| Religion | : Hindu |
| Nationality | : INDIAN |
| Languages Known | : English, Telugu and Hindi |
| Pan card No | : BJNPA7830B |
| Community Address | : Ramanthapur, Hyderabad |

**OTHER DETAILS:**

**HOBBIES:**

* Playing Cricket, Chess.
* Photography, Pencil Drawing.
* Browse social Networks and Shopping.

**ACHIEVEMENTS:**

* Actively Participated in Group Discussions in College days.
* Participated in Seminars on Topics – Electronic Vehicles.
* Conducted Quiz programs for the Students as volunteer.

**DECLARATION :**

I hereby declare that the above-mentioned information is correct to my knowledge and I bear responsibility for the correctness.

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| --- | --- |
| **Date**: |  |
| **Place**: |  |
|  | **(AKULA SATHISH)** |