



# LEKSHMI S

Customer Service Executive | Data Entry Specialist | Office Administrator

Kottarakkara, Kerala, India

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## Professional Summary

Detail-oriented and motivated IT professional with 5+ years of experience in administrative support, customer service, and data entry across finance and engineering sectors. Strong academic background in computer engineering and electronics with practical knowledge in programming, networking, and office tools. Proficient in C, Java, Python, JavaScript, HTML, and Microsoft Office. Skilled in Linux environments, document handling, and technical support. Recognized for multitasking, adaptability, and delivering efficient, high-quality work. Seeking to contribute technical and organizational expertise in a dynamic and growth-oriented role.

## Professional Experience

### Customer Service Executive

*Peringapuram Finance, Kottarakkara*

**Duration:** 2 Years

- Managed client inquiries and provided effective solutions for customer concerns.
- Maintained accurate records of transactions and customer interactions.
- Improved customer satisfaction through prompt and professional service.

### Data Entry Operator

*NEST Engineers, Kundara, Kollam*

**Duration:** 1 Year

- Accurately entered and maintained engineering and administrative data.
- Handled document formatting, report creation, and error-checking tasks.
- Ensured timely delivery of reports and supported internal teams.

### Office Assistant

*AG Finance & Credits, Kottarakkara*

**Duration:** 2 Years

- Assisted in daily office operations including documentation, filing, and client follow-ups.
- Supported account management and front-desk operations.
- Coordinated with various departments to ensure smooth workflow.

## Education

### **M.Sc. in Computer Engineering and Network Technology**

*De Paul Institute of Science and Technology, Angamaly*

Graduated: 2021

### **B.Sc. in Electronics**

*College of Applied Science-IHRD, Adoor*

Graduated: 2019

### **Diploma in Computer Application (DCA)**

### **Higher Secondary Certificate (HSC)**

*S.V.M.M.H.S.S Vendar* – 2016 – 78%

### **Secondary School Leaving Certificate (SSLC)**

*S.V.M.M.H.S.S Vendar* – 2014 – 92%

## Skills and Competence

- **Programming:** C, Java, Python, JavaScript
- **Web Technologies:** HTML, DHTML
- **Platforms:** Linux, Windows
- **Office Tools:** Microsoft Word, Excel, PowerPoint
- **Languages :** English, Hindi, Malayalam

## Additional Information

- Nationality : Indian
- Date of Birth : 02-10-1998
- Passport No. : V6174020
- Date of Issue :13-01-2022
- Date of expiry :12-01-2032
- Place of Issue :Trivandrum