



PRIYA DHARSHINI

dharshinimohamed@gmail.com

PH.NO: 971 54 51 46 880

PROFESSIONAL SUMMARY:

Dedicated and results-oriented professional experience in customer service, Office Assistant and Data Entry. Skilled in handling customer queries, resolving issues, and ensuring customer satisfaction. Completed Tally certification, demonstrating proficiency in accounting software. B.Com graduate with a solid understanding of accounting principles. Proven ability to deliver exceptional service and contribute to team success.

EDUCATIONAL QUALIFICATION:

- BACHELOR OF COMMERCE
ANNAMALAI UNIVERSITY, TIRUCHIRAPPALLI | 2003-2005
- POST GRADUATE DIPLOMA IN COMPUTER APPLICATION
TIRUCHIRAPPALLI | 2002-2003
- HSC
GOVERNMENT GIRLS HIGHER SECONDARY SCHOOL
TIRUCHIRAPPALLI | 2001-2002
- SSLC
GOVERNMENT GIRLS HIGHER SECONDARY SCHOOL
TIRUCHIRAPPALLI | 1999-2000

WORK EXPERIENCE:

CUSTOMER SERVICE | AIRTEL INDIA | TIRUCHIRAPPALLI

March 2004 – April 2008

- Provided exceptional customer service to Airtel customers, addressing inquiries, resolving complaints, and ensuring customer satisfaction.
- Demonstrated expertise in handling a high volume of customer interactions via phone, email, and chat, adhering to company service standards.

OFFICE ASSISTANT | SS PAPER CUPS MANUFACTURER | TIRUCHIRAPPALLI

June 2009 – January 2016

- Maintain office supplies inventory by monitoring stocks, anticipating requirements, and placing orders when necessary for seamless day to day business operations.
- Collaborate with the management and other departments to recommend, develop, and implement innovative organizational strategies to maximize business productions.

DATA ENTRY | COLLECTOR OFFICE | TIRUCHIRAPPALLI

April 2016 – March 2024

- Experienced in data entry at various offices, proficient in accurate and timely data input.
- Skilled in using Government Websites.
- Proven track record of efficiently handling high volumes of data with a keen eye for detail.

SKILLS SETS

- English Typing Speed & Accuracy (Typing Speed 30 to 40 WPM)
- Account Receivable
- Administrative
- Organizing & Scheduling
- Secretarial
- Computer proficiency
- Strong written / oral Communication
- Data management
- Record keeping & maintenances
- Mails, MSOffice & outlook

CERTIFICATIONS:

- Completed a “**Tally 6.3**” Certification Course.
- Completed a “**Post Graduate Diploma Computer Application Certification**” Course.
- Completed a “**Junior Grade Typewriting English**” Course.

LANGUAGES KNOWN:

- English (Read, Write & Speaking)
- Tamil (Read, Write & Speaking)
- Malayalam (Speaking)

PERSONAL DETAILS:

Husband's Name	Haji Mohamed
Marital Status	Married
Visa Status	Sponsor Visa
Nationality	Indian
Date of Birth	01/04/1984
Gender	Female
Passport No	Y7689378

DECLARATION

All details furnished above are true to my knowledge. If preferred to work in your organization, I would put in my best effort to uplift the organization.

Place:

Date:

[PRIYADHARSHINI]