



# VAISHNAVI ACHARYA

## CONTACT DETAILS

### PHONE:

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### ADDRESS:

Dubai , UAE

### Personal Info:

- Marital Status: Single
- Nationality: Indian

## ACADEMIC CREDENTIALS

- Diploma in Computer science and engineering [2022]  
Nitte NRAM Polytechnic

## LANGAUGES

English | Hindi | Kannada | Tulu

## CAREER OBJECTIVE:

A experienced professional seeking a career in a progressive organization to expand knowledge and contribute skills to drive organizational growth and success. Eager to take on challenges, learn, and actively contribute to team achievements.

## WORK EXPERIENCE

**Cogent Private Limited, Mangalore, Feb, 2023 – April 2024**

### Customer Service Associate

- Addressed customer concerns and inquiries related to RBI escalation cases.
- Managed high-profile customers with elevated service requirements.
- Provided product recommendations based on customer needs and preferences.
- Addressed customer concerns and inquiries via in-person interactions and over the phone.

### ADVERK TECHNOLOGY (MANGALORE)

- As a Business Development Executive (BDE) specializing in Sales and Marketing.
- Implemented strategic sales tactics, conducted market research, and contributed to the overall growth of the business through effective marketing initiatives.

### MANJUNATH BUILD HOME PVT. LTD. (UDUPI)

- Worked as a “SECRETARY” Handling Correspondence

### DESICREW PVT. LTD. (KAPU)

- Responsible for accurately inputting, updating, and maintaining data within databases & computer systems.

## SKILLS

- ComputerSkills:-DataEntry,DBMS,HTML,Windows Operating System, Microsoft Excel, good typing skills, Microsoft Word.
- Excellent communication & Interpersonal skill
- Strong problem-solving and decision-making abilities
- Customer-focused approach and empathy
- Proficient in using customer service tools and software
- Team collaboration and adaptability
- Time management and multitasking skills

## EXTRA CURRICULAR ACTIVITIES

- Completed a specialized training program focused on enhancing customer service skills.
- Engaged in various sports such as Volleyball, Throw Ball, Shot-put, Javelin Throw, Discuss Throw, and Cricket, showcasing a passion for physical fitness and teamwork.
- Additionally, I enjoy singing, cooking, and gardening as diverse extracurricular activities, highlighting a well-rounded and versatile personal profile.
- Achieved the second position in Javelin throw and secured the third spot in shot-put at the state level.
- Proficient in makeup artistry, with a keen eye for detail and a passion for enhancing natural beauty.