

RACHANA PULI



CONTACT

- 📍 AL-NAHDA, DUBAI
(United Arab Emirates)
- ☎️ +971544866879
- ✉️ rachanapuli6264@gmail.com

PERSONAL DETAILS

Date of Birth : 08th Jan 1999
Gender : Female
Nationality : Indian
Marital Status : Married

PASSPORT DETAILS

Passport No : B7158760
Date of Issue : 26 Oct 2023
Date of Expiry : 26 Oct 2033
Visa Status : Residence Visa

LANGUAGES

- English
- Telugu
- Hindi

AREA OF INTEREST

- Customer care service
- Administration Assistant
- Reception.

PROFESSIONAL SUMMARY

Dedicated and driven professional with a solid background in Organic Chemistry and Biotechnology, aiming to leverage my education and experience in administration and customer service to pursue a challenging role where I can contribute to the growth and success of the organization. I am eager to utilize my strong organizational skills, attention to detail, and exceptional communication abilities to excel in a dynamic work environment, while continuously expanding my knowledge and skills in the field.

WORK EXPERIENCE

Admin Assistant (Jun 2023 - Jan 2024)

Yashoda Hospital, Hyderabad, India

Job Description: -

- Provided administrative support to the hospital staff by handling various tasks such as data entry, filing, and scheduling appointments.
- Assisted in organizing and coordinating events and meetings, ensuring smooth operations.
- Managed communication channels, including answering phone calls and responding to emails, ensuring effective communication flow within the hospital.
- Maintained records and databases accurately, ensuring data integrity and confidentiality.
- Collaborated with different departments to streamline administrative processes and improve overall efficiency.

Customer Services (Nov 2022 - Apr 2023)

Sarath City Capital Mall, Hyderabad, India

Job Description: -

- Provided exceptional customer service by addressing inquiries, resolving issues, and ensuring customer satisfaction.
- Assisted customers in locating products, providing information about promotions, and processing transactions accurately.
- Handled complaints and concerns professionally, finding appropriate solutions to ensure positive customer experiences.

EDUCATION

- ❖ **M.Sc Organic Chemistry**
Giri Raj PG College, Telangana University, India. 2021
- ❖ **B.Sc Biotechnology**
SSR Degree College, Telangana University, India. 2019
- ❖ **Intermediate**
Nirmala Hrudaya Junior College, India. 2016
- ❖ **S.S.C Secondary School Certificate**
Narendra High School, Mamidipally, Telangana, India.

PERSONAL ASSESMENT

- ✓ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- ✓ Flexibility, adaptability and the willingness to learn new skills
- ✓ Excellent communicator with the unique to work alone or in team
- ✓ Ability to deal with sensitive people management issues Effectively

DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge. If given a chance I would perform my task to the utmost level.

RACHANA PULI