

Tejeshwar Rao

Chigurupati



Contact

Address:

Address
K.M Trading & co , 3rd floor, flat
no:309
Near Lulu hypermarket Ajman

Phone:

+ 050 3676583

India Number:

+91 9030405722

Email:

tejeshwarnaidu24@gmail.com

Languages

English
Hindi
Telugu

Hobbies

- Writing
- Researching
- Photography
- Meditation

Summary

Knowledgeable about overseeing schedules, administration and training. Hardworking and detail-oriented team leader experienced in call center environments, customer service management and team leadership. Capable Office Administrator with outstanding knowledge of effective office coordination with commitment to effective [Job title] collaboration. Skilled at reorganizing offices for superior functionality.

Skill Highlights

- Microsoft - WORD, EXCEL, OFFICE expertise
- Data entry
- Beginner in Tally ERP 9
- Python beginner
- Human resources best practices
- Motivational leadership style
- Quick learner
- Able to do any type of work

Experience

Telecaller Supervisor : 07.2019 - 10.2021

SIDDHIVANAYAKA ENTERPRISES - HYDERABAD, INDIA

* Collection department - Work as a team leader, use to handle calls of customers, Collecting the EMI amount, Informing how to make an online payment to clear EMI

Customer care Executive: 03.2019- 06.2020

HRH SERVICES PVT LTD. - HYDERABAD, INDIA

* BPO as "SME" and also as a team leader. Handling Escalation calls in a polite manner

Education

INTERMEDIATE, (MPC) Narayana Education institute of Junior college. (2016-2018) Tarnaka, Hyderabad-India.

DEGREE, B.COM(COMPUTER APPLICATION)

St. Mary's Centenary Degree college. (2019-2021) Secunderabad , Hyderabad - India

Certifications

Programming Language: **Python for Beginners**

Physical Certificate: **She team Runs (10km) (She team Hyderabad of City Police) India**

Additional Details :

Passport Number	V6987902
Visa type	Visit visa