

Charita Kovvuri

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Career Objective

Outgoing and creative from planning to execution of various assignments, Self-motivated and excellent interpersonal skills with **Bachelor of Engineering in Computer Science** Seeking an entry level position in areas Computer operations / teaching Assistant / Admin Assistant.

Work Experience

ALQADA CLAIMS AND RECOVERY, UAE,DUBAI,BUSINESS BAY

Telemarketing executive

- I have one month experience in telemarketing executive.
- speaking to the finance manager of the companies, and pitching them about our services, arranging meeting with them and the further following up with the clients until the agreement is finalized.

ACME MANAGEMENT CONSULTANCY

Tele sales Executive

I have six months experience in tele sales executive.

Discuss the requirement of loans and follow up for the approvals and dispatching the loan amount necessary as per central bank standards and procedures.

Education

Swarnandhra College of Engineering and Technology
(Bachelor of computer science engineering-May2016)

Interpersonal skills

Adopting New Technologies.
Problem solving.
Verbal & Written Communication.
Presentation & Coordination.
Multitasking & Professionalism.

Technical Skills

MS office, Tally ERP9,HTML

Credentials and Licenses

Diploma in Computer Applications(MS Windows, MS power point , MS Word, MS Excel , Tally.ERP9) by CTEC Computer Education.

Personal Details

Marital status	Married
Nationality	Indian
Date of Birth	12-08-1995
Languages	English, Hindi, Telugu