**RESUME**

Name: Akshavee

Akshavee.333840@2freemail.com

Date of Birth: 15th September 1992

Age: 24 years

Gender: Female

Nationality: Indian

Religion: Hindu

Languages known: English, Hindi, Marathi, Konkani

**Career Objective**: Seeking a challenging position in a reputed organization thus providing me with a perfect blend of professionalism and maximum utilization of my skills to the extent of conciliation.

**Key Skills:**

* Self initiative
* Individual working capacity

**Educational Qualification:**

* **Bachelor of Arts** (Psychology and History) from Goa University [March 2013- 67%]
* **H.S.S.C** from Smt. Parvatibai Chowgule College of Arts and Science [March 2010- 58%]
* **S.S.C** from Shri DamodarVidhyalaya English High School [March 2007- 69%]

**Additional Qualification:**

* Diploma in Computer Applications and Accounting (June 2013 to January 2014- 71%) from Computer World Academy

**Working Experience:**

Presently working as Customer Relation Executive at Goa Hyundai, Verna, Goa since February 2014 till present.

**Job Responsibilities:**

* Telemarketing
* Make calls to increase service appointments
* Manage service bookings
* 3rd day/ 15th day Post Service Follow ups-
* Take customer feedback
* Follow up with spares department
* Follow up with the customers
* Maintain Daily/ Weekly/ Monthly / Yearly reports