|  |  |  |
| --- | --- | --- |
|  |  | **Vishnu**  Contact: **C/o 0505891826**  E-mail : [Vishnu.351186@2freemail.com](mailto:Vishnu.351186@2freemail.com)  Dubai |
|  | | |

​3 years of experience providing **Telesales** and **Call centre experience** .Dedicated, Multifaceted, Professional with demand strong organizational, technical and interpersonal skills

|  |
| --- |
| **Core Competencies** |

* Dedicated, Multifaceted, Professional with over 3 years of experience.
* A graduate in Commerce from Dr.CV Raman Open University, India.
* Highly determined and a multifaceted person, with I.T. knowledge, including MS Office.
* Maintain the computerized accounting system, maintain financial files and records.
* Establish and maintain supplier accounts, processes supplier invoices.
* Maintain the purchase order system; ensure that data is entered into the system.

|  |
| --- |
|  |

# PERSONAL INFORMATION

**Born July 30th, 1990 in Kochi (India)**

**Citizenship: Indian**

**Marital status: Single**

# WORK HISTORY

**06. 2016 – 02-2016** HSBC Bank UAE (Credit Card Balance Transfer and Cash)

TELESALES

* Handle sale, inquiries with regards to Balance Transfer and Cash
* Cross-sell bank products and services based on customer needs, in accordance with the bank’s program standards.

**04. 2014 – 03. 2016** HDFC Bank INDIA (Credit Card aND Loan)

TELESALES

* Communicated all sales activities to senior management so as to ensure maximum operational.
* Responsible for after sales activities; ensured that the customer service is at its best.
* Responding outbound phone calls in a fast-paced work environment, providing timely and excellent customer service.

**12.2010 – 4.2012** Allsec Technologies (Samsung Process, India)

CUSTOMER SERVICE

* Obtains client information by answering telephone calls ,verifying information
* Servicing the customer & solving their queries in inbound call center center

# EDUCATION

Dr.cv raman university

B.com

# I.T. SKILLs

**Accounting Package : Windows, Mac, Windows Server 2008**

**Office Package : MS-Office (Word, Excel, Power Point)**

# LANGUAGES

**English (speak, read & writes)**

**Hindi (Speak, read & writes)**

**Malayalam (speaks, read & writes)**

|  |
| --- |
| **DECLARATION** |

**I hereby declare that all the above given particulars and details are true to the best of my knowledge and belief and I am also willing to give my best for the company.**

**Vishnu**