**COVER LETTER**

Respected Madam/Sir,

I am writing to apply for the Internship/Full time positionin your esteemed organization. As discussed, I am enclosing a copy of my profile for your perusal and consideration.

For the past three years i have worked with well known MNC companies. My prior work experience has given me strong sense of client service.

The opportunity presented is very interesting and I believe that my Professional Ability, Functional Skill Sets & Competencies will make me a very suitable candidate for the opening. The key strengths that I possess which will make me an ideal candidate for this position are;

* An attitude to excel
* Sincere and hardworking
* Results-oriented and task driven with ability to deliver activities as per deadlines
* Natural flair for quickly adapting to new environments & situations

Please see my Resume for additional information.

Thank you for your time and consideration. I look forward to speaking with you on this opportunity.

Sincerely,

**Swapna**

🖁 C/o 0502360357

 

 Swapna.378749@2freemail.com

 **Swapna**

 **Executive
 C.o 0502360357,** **Swapna.378749@2freemail.com**

**Personal Profile**

The work Experience of my career is 3 Years. I am currently looking a challenging career & being part of a progressive Organization, where my functional skills& competencies could be harnessed, thus achieving the goals & simultaneously growing with the company.

#  **Education**

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| A student of Middlesex University Dubai currently studying Masters in Network Management and Cloud computing seeking an internship position. I have developed a Good Communication & Interpersonal skill with ability to adapt to every situation & environment quickly. I am flexible also able to work under pressure because I believe that my professional Ability will make me a very suitable candidate for the opening. |

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| **Qualification** | Masters in Network management and cloud computing | **Year Completed** |
| **Institution** | Middlesex University, Dubai, United Arab Emirates |  Jan 2018 – 2020 |
| **Subjects** | Network management, security and Disaster Recovery |  |

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| **Qualification** | Master of Business Administration in Major Finance and Minor Human resources |  **Year completed** |
| **Institution** | Omega & Megha college of post-graduation |  2016 |
| **Subjects** | Financial Accounting, Human Resource Management  |  |

|  |  |  |
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| **Qualification** | Bachelor Degree in Computer science | **Year Completed** |
| **Institution** | Aurora’s college of Technological Research and institute |  2013 |
| **Subjects** | Computer programming, computer Network, cloud computing and services, operating system. |  |

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| --- | --- | --- |
| **Qualification** | Intermediate M.P.C. (XII Standard) | **Year Completed** |
| **Institution** | Sri chaitanya junior college |  2009 |
| **Subjects** | Maths , Physics , chemistry  |  |

# Experience

**Professional Experience with Genpact Company**

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| **April 17 2014 – October 2015** | **Executive, Genpact** Hyderabad,Telangana,India |
| My work experience for 1 Year 6months as an Executive in Genpact with Client Godaddy Process-Customer Care Tapping the potential customers by suggesting information about Godaddy products and services this ensure daily sales targets were met a fair distribution of tasks and effective communication with customers. |
| ***Responsibilities**** In Godaddy helping customers in Registration of Domain Name , Creating websites
* Trouble shooting with cPanel , cloud Linux, site backup that means Restores which saves all client websites files to the cloud and managing the client products by receiving calls, email and chats.
* Inbound and outbound services.
* Providing problem solving for customers.
* Email services in marketing and email hosting services.
* Giving Proper guidance on Godaddy products.
 |
| ***Achievements**** I received best sales employer award in monthly performances.
* Awarded best sales executive in outbound.
* Member of certification events in Genpact
 |
| **Professional Experience with Intelenet Global solutions vendor of Google** |
| **May 31 2016 – December 2017** | **Intelenet Global solutions** Hyderabad,Telangana,India |
| Worked for 1 Year 8 months as Analyst in Intelenet I was responsible for World geographical map in analyzing geographical decisions, geographical locations of all over the world in satellite imagery which means making proper viewing and analyzing data on maps. |
| ***Responsibilities**** *Geographic addressing used by routing protocols working with cloud computing Tool*
* *Updating official addressing for any Location all over the world.*
* *Creating parcels in landsat satellite*
 |
| ***Achievements**** I received best fastest performer in addressing of quality
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# Achievements

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| --- | --- |
| **Application package** | * M S Office
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| **Languages** | * Fluent in English, Hindi and Telugu
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| **Application Tools** | * Proficient in MS Word and PowerPoint
* Navigation and Emails
 |
|  **Strengths & skills** | * Strong work ethic
* Communication skills
* Self motivated
* Fast typing
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| **Co curricular Activities** | * Active participant in Various Events and Activities from School Level
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| **Memberships** | * Member of organizing committee for organizing Events
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| Interests  |

|  |  |
| --- | --- |
| **Sport** | * Played tennis in school level
* Current sports Activities in Middle sex university
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| **Hobbies and other interests**  | * Travelling
* Listening to Gospel Music
* Participating in church Activities
* Screenings
* Recipes development
* Total wellness Focus
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# References available on request

# The aforesaid information furnished is true & correct to the best of my knowledge.

#  **Place: Dubai Swapna**