

RESUME

RAMYA

*D/O Shankara Poojary Pajwa House
kodlamogaru Post Manjeshwara
Kasargod Dist – 671323
Mob: 9113628704
Email: ramyabk0327@gmail.com*



EDUCATION

Bachelor of Commerce 66%

G. F. G. C. MUDIPU
(Department of Mangalore
university)

Aug 2024

Higher secondary education 78%

S. V. V. HIGHER SECONDARY
SCHOOL KODLAMOGARU

May 2021

Higher school 72%

S. V. V. HIGH SCHOOL
KODLAMOGARU

May 2019



CAREER OBJECTIVE:

To be a part of an organization where I can get a chance to learn new things, which helps to increase my growth and which leads in the organizational growth.



PROFESSIONAL EXPERIENCE

Backend office with customer executive
October 2024 – Present

Chesa Dental Care Services, Bglr

- **Handle Customer Calls:** Answer inbound calls or make outbound calls to assist customers with their inquiries, complaints, or requests.
- **Provide Product/Service Information:** Share information about products, services, or promotions to customers clearly and accurately.
- **Issue Resolution:** Resolve customer complaints, concerns, or issues promptly and professionally while maintaining a positive relationship with the customer.
- Work cross-functionally with Marketing and Product, delivering real-time feedback on our new and existing products and features.
- Build and improve relationships with our doctors.
- Prepare dental product care quotation for clinical clients (or doctors).



KEY SKILLS

Microsoft Office



Good Communication
Skills and Computer
Knowledge



Customer service



Tally ERP 7& 9 with GST



PERSONAL PROFILE:

- **DATE OF BIRTH:** 27/09/2003
- **GENDER:** Female
- **NATIONALITY:** Indian
- **LANGUAGES KNOWN:** English, Hindi, Kannada, Malayalam.



ADDITIONAL SKILLS

Typing speed of 40 WPM

Problem solving

Team leadership

thankfully

Ramya