

CURRICULUM VITAE

**N. Aarthi,
Plot no.62,
Vijaya
Durga Nagar colony,
RCI road, Balapur
Hyderabad, Telangana.**

**Email: naraparajuaarthi@gmail.com
Contact No. 7386810685**

CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in the organisation that offers professional growth while being resourceful, innovative and flexible.

EDUCATION QUALIFICATION:

- **Passed B.Com from Reddy Women's College,**
- **Intermediate: Board of Intermediate Education from Keshav Memorial Girl's Junior College.**
- **S.S.C. (10th Class) from Indira Public School.**

COMPUTER PROFICIENCY

Typing	: 60 to 80 w.p.m.
Operating System	: Window-9x.
Word Processing	: Ms-Word, Ms-PowerPoint.

ACHIEVEMENTS:

- **Participated in college and school level essay competition and received applauds**
- **Participated in college skit and awarded character award (FIRST PRIZE) for playing an old lady.**

WORK EXPERIENCE:

- ❖ Worked as Customer Care Executive for 13 months in Idea Inbound Process at Aegis BPO Services Limited, Begumpet. Aug04, 2008 to Oct 21 2009

Roles and Responsibilities @ Aegis BPO**Role: Customer Care Executive**

- To answer customer calls (inbound process)
- Answer and solve customer queries regarding IDEA plans, recharges, Balance deductions and Call Rates and Take complaints accordingly

PERSONAL PROFILE:

Name : N. Aarthi

Husband's Name : N. Sharath

Date of Birth : 04.Feb.1987

Nationality : Indian

Hobbies : watching TV

Languages Known : Kannada, Telugu, English, and Hindi.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Balapur

N. AARTHI