



NAVEENA RAMESH

PROFILE

Enthusiastic and confident MCA graduate with excellent English communication skills, seeking for an entry-level position. Eager to provide effective customer service, resolve queries, and maintain high satisfaction levels through professional communication and problem-solving

EDUCATION

- | | |
|---|--------------------|
| • Bachelor of Education | 2022 - 2024 |
| KAPI Women's College of Education | |
| • Master of Computer Application | 2020 - 2022 |
| The Gandhigram Rural Institute | |
| • Bachelor of Computer Application | 2017 - 2020 |
| Fatima College | |

SKILLS

- Excellent English Communication (Verbal & Written).
- Customer Handling and Call Management.
- Active Listening and Query Resolution.
- Time Management .
- Quick learner with positive attitude.
- Team Collaboration .

TECHNICAL SKILLS

- **Programming :**
HTML , C++ , JavaScript
- **Tools :**
MS Office (Word , Powerpoint , Excel) ; Email (Basic)
- **OS :**
Windows (Basic Familiarity)

PROFILE HIGHLIGHTS

- Strong spoken English with clear pronunciation.
- Ability to build rapport with clients and understand requirements.
- Positive attitude with strong time management.
- Quick learner capable of working in fast-paced environments.

CONTACT

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- 🌐 [Naveena_ramesh](#)

LANGUAGES

- English
- Tamil

HOBBIES

- Drawing
- Arts & Crafts
- Dance
- Music
- Singing

CERTIFICATE

- Diploma of Computer Applications