

DIVYA POPURI

Administrative and Customer Services

Associating with a professional organization, which offers a challenging career which provides opportunities for continuous growth and advancement.





Date of Birth
14.05.1995

Nationality
Indian

Marital Status
Single

CONTACT

 +971555376173

 divya.popuri444@gmail.com

 Dubai, UAE

CORE COMPETENCIES

- Good leadership qualities
- Accountability
- Perfect, Self-Confident and determination to complete the allotted work
- Adaptability
- Smart worker, innovative, Motivated

CURRICULAR ACTIVITIES

- Volunteer in Management Events conducted by our college.
- Secured 2nd position in Mock CID in Management Meet of SSIIM
- Participated in Business Events
- Playing Sports in competitions, Participating in outdoor activities
- Participated in Awareness programs conducted by our college
- Done a project on "Employee job satisfaction" at Lakshmi Ganapathi Engineering Works, Tenali

CAREER HISTORY

Kumar Pumps and Motors- India




June 2018 - Dec 2019

Administrative and Customer Services:

- Dealing with customers face to face at a reception desk, or by phone or email from a contact center.
- Answering enquiries or complaints about services such as default in the pumps and motors.
- Taking bookings or payment by credit card or cash for the goods and services.
- Describing products in detail – for example, Warranty and features of the products.
- Arranging to post out information or goods to customers
- Passing enquiries on to a specialist who can take things further
- keeping accurate records of all enquiries
- Helping to train new staff.



EDUCATION & CREDENTIALS

-  MBA (HR)- JNTUK, AP, India – 2018 (with 78%)
-  UG (Bio Tech) - Acharya Nagarjuna University, AP, India– 2016 (with 78%)
-  XII (BIPC) - Board of Intermediate, AP, India- 2014 (with 77%)



IT SKILLS

- Microsoft Office: Word, PowerPoint & Excel

PLANT VISITS

- Tea factory in Ooty
- Coca-Cola Company
- Jocil oil and Soap Manufacturers
- Sangam Dairy
- Efftronics

LANGUAGES

- English | Hindi | Telugu

Declaration: I hereby declare that all the above information is true to the best of my knowledge.

PLACE:

SIGNATURE

Date:

