

RESUME

Roopa Swaminathan

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PROFILE SUMMARY

I am a skilled professional with 10 year of experience in Customer Service & Operations. I am looking for opportunities where I can leverage my Customer Service, Communication, Organizational Skills, Recruitment, Process Improvement skills.

ACADEMIC QUALIFICATION:

- Master Degree in PG Diploma from symbiosis , Graduated in 2005 with 63% marks
- Bachelor Degree in B.Tech/B.E from Kongu engineering college , Graduated in 2001 with 72% marks
- 12th, Graduated with 83% marks
- 10th, Graduated with 91% marks

PROFESSIONAL SKILLS:

- Customer Service, Communication, Organizational Skills, Recruitment, Process Improvement

WORK EXPERIENCE:

- Team Leader , Worked in Relationship Science , Feb 2015 - Mar 2016
- Team Leader , Worked in Serco, Jan 2010 - Jan 2015

PERSONAL DETAILS:

Date of birth : 09-04-1980

Gender : Female

Languages Known : English, Tamil, Hindi