



Punyashree AS

Date of birth: 3 Nov 2002 | **Nationality:** Indian | **Phone number:** (+91) 9148396163 (Mobile) | **Email address:** punyashreeas2002@gmail.com | **Address:** Adlapura , Halnur, 572107, Tumkur , India (Home)

WORK EXPERIENCE

18 NOV 2023 – 6 JUN 2024 Tumkur , India

CUSTOMER RELATIONSHIP OFFICER AIRTEL

- maintenance of computers
- relationship with customers
- team management

EDUCATION AND TRAINING

Tumkur , India

BACHALORS OF COMMERCE University college of arts and commerce, Tumkur

LANGUAGE SKILLS

Mother tongue(s): **KANNADA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
HINDI	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

INTERNET AND SOCIAL MEDIA | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Microsoft Office (Outlook, Excel, Word, PowerPoint) | Tally ERP 9. | search and googling capabilities | Social Media including Facebook , WhatsApp and Twitter | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Basic knowledge in Design and photo/video editing. | Editing Photo / Video