

## RESUME

SIVA SRIPATHI T

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[y07](#)

NO: G-15, BLOCK-3, ARUN EXCELO,

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MAHABALIPURAM – 603104

### CARRIER OBJECTIVE:

To be associated with the progressive organization that gives me scope to apply my educational and professional skills and provides me with advancement opportunity and knowledge empowerment.

### SKILLS:

Good communication skills   Positive and friendly

Accounting   Motivated team player

Analytical reasoning   Quick learner

Problem solver   Attention to detail

### EDUCATION:

Bachelor of Commerce (Accounting & Finance) (2021 – 2024) Patrician College of Arts & Science  
Chennai- 600096

Higher Secondary Schooling (2019-2021)  
Alfredo Cuomo Higher Secondary School, Sendivakkam- 603319

Matriculation (Up to 2019)  
St Mary's Matriculation School, Cheyyur- 603302

### PERSONALITY TRAITS:

Possess a positive attitude in life and efficient team player.

Disciplined, Dedicated and Hardworking.

Works with enthusiasm and creates a pleasant atmosphere.

EXPERIENCE:

ACSASS SOFTWARE – CHENNAI , TAMILNADU.  
PROCESS ASSOCIATE | SEPTEMBER 2024 -AUGUST 2025

Managed high-volume calls & resolved customer issues with a 90% satisfaction rate.

Delivered high-quality customer support while maintaining professionalism and neutral accent

Also managed difficult calls and de-escalated customer concerns using soft skills and empathy.

**LANGUAGES:**

TAMIL

ENGLISH

**TECHNICAL SKILLS:**

Tally

MS Word

MS Excel

**PERSONAL PROFILE:**

Father's Name : Thirupathi K  
Date of Birth : 17-08-2003  
Gender : Male  
Marital Status : Single Nationality :  
Indian  
Permanent Address : No: G-15, Block-3,  
Arun Excelo, Behag-1, Poonjeri Mahabalipuram - 603104.  
Contact No. : 6385241513  
E-Mail Id : t.sivasripathy07@gmail.com

**Declaration:**

I hereby acknowledge that the above stated information is true to my knowledge and if I've been given an opportunity, I'll work to the best of my ability to achieve the objectives of the organizations.

Date :

Yours's faithfully

Place :

(SIVA SRIPATHI)

