

PRASAD SAWALKAR



EDUCATION

B.Voc., Multimedia and Animation, Expected in 01/2027

Times & Trends Academy - Baramati

Appearing

Higher Secondary (HSC), 01/2021

Tuljaram Chaturchand College - Baramati

45.33%

Secondary (SSC), 01/2020

MES High School - Baramati

63.20%

PROFILE

Motivated and detail oriented individual seeking a remote position in customer support, chat moderation, or transcription. Skilled in communication, basic computer operations, and handling online tasks efficiently.

WORK HISTORY

06/2024 - 04/2026

Freelance / Self Projects, Baramati, Baramati

- Managed social media posts and replies for small pages
- Created thumbnails and basic designs using Photoshop/CorelDRAW
- Edited short videos/reels for practice and small clients
- Handled online communication and message replies

Sales Associate, 2024 - 2025

Zudio, Baramati, Baramati

- Helping Customers and fulfilling everyday tasks assigned

Data Entry, 05/2022 - 01/2025

Retail stores, Baramati, Baramati

- Performed data entry tasks and documents formatting
- MS-Excel

CERTIFICATIONS

Customer Service Representative -TCS iON



Baramati, Maharashtra
413102



07972846491



prasadsawalkar123@gmail.com

SKILLS

- Microsoft Excel
- Problem solving
- Graphic Design
- Typing accuracy (40WPM)
- Microsoft Word
- Helping customers solve issues
- Communication and Writing
- Multitasking
- Problem-solving abilities
- Customer service
- Quick thinking
- Inbound customer service

PERSONAL DETAILS

Date of Birth: 24/08/2004

Nationality: Indian

Marital Status: Single

LANGUAGES

English

Hindi

Marathi