

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
Subject: Compulsory English A 61702
SEMESTER: VI
Year: 2020-2021

1. Unit No.: 3,4,5

2. Employability/Entrepreneurship/Skill development –

- (a) Letter Writing- helps in Skill Development**
- (b) Resume Building- helps in Skill Development**

Name:- Rutuja Santosh Gilbile
Class:- TYBA (B)
Roll No:- 4888
Sem:- VI
Assignment 1 (English)

Rutuja Gilbile,
A-2 Savitri Sadan,
Shikarpur,
Pune-412208.

31st March, 2021

To
Convergys call center,
D P Road Aundh,
Pune-411007.

Subject:- Job Application for the Call Operator.
Reference:- The Indian Express, 10th March, 2021.

Dear Sir/Madam,

My name is Rutuja Santosh Gilbile and I apply for the position of call operator, as advertised in newspaper. I'm pursuing my Graduation in Economics Special from St. Mira's College for Girls, Pune. Due to this pandemic situation, I have more time to invest in extracurricular activity, so I decided to join the job. I'm eager to enter the workforce. I meet all the academic requirements mentioned in your job position. The absolute best thing about working in a call operator is helping people. You're making a difference in someone's life by answering the phone when they need it.

I have a confident telephone manner, along with the ability to communicate and I have a good listening skill. I would like to work for a company like yours that has an environment geared towards performance, attractive career opportunities, and a culture that rewards the contribution of high performers.

My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know. I look forward to hearing from you.

Thank you for your consideration.

Yours Sincerely,
Rutuja Gilbile



Principal in charge
St. Mira's College for Girls

RESUME



RUTUJA SANTOSH GILBILE

Sevitri Sadan Kavali Gaerhan Shikrapur-412208
966 3879222 | rutujagilbile2017@gmail.com

Objective

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

Education

• St.Miras College For girls, pune	Pursuing Graduation in BA Economics Special	2021
• Maharashtra State Board of Secondary and Higher Secondary Education, Pune	HSC(Science) 60%	February-2018
• Maharashtra State Board of Secondary and Higher Secondary Education, Pune	SSC 85.80%	March-2016

Skills

- Basic computer knowledge
- Tally,MS Office, PowerPoint
- Kho-kho player

Achievements & Awards

- Awarded for Maharashtra Talent Search Examination.
- Third place in Inter Collegiate Kho-Kho Tournament. (Pune City Zonal Sports Committee)
- Second position in Kho-kho Tournament Organized by Army Institute of Technology, pune.

Personal Details

- Date of Birth : 18/07/2000
- Marital Status : Single
- Nationality : Indian
- Hobbies : Dancing, Drawing, Listening Music
- Languages known : English, Marathi, Hindi

Declaration

- I hereby declare that all the information furnished in this document is free of errors to the best of my knowledge.

RUTUJA SANTOSH GILBILE

Name and Signature of the Subject Teacher:



Principal Incharge
St. Mira's College for Girls