

Shweta Vats

Patna, Bihar 800023

shweta.neena.27@gmail.com

+91 82792 49935

Work Experience

Customer Service Executive

PayPenny

July 2021 to July 2022

My job involved approving payments, making compliance report, interacting with customers to address their concerns, answering their questions, and assisting them with their needs. Also, I had to be on a constant watch out for any fraudster registering with us.

BPO Executive

Vikalp - Jaipur, Rajasthan

November 2018 to June 2019

I was an customer service associate in pizza hut branch in vikalp company

Education

Bachelor's in Btech in mechanical engineering

Bharati Vidyapeeth college of engineering pune - Pune, Maharashtra

June 2019 to Present

12th pass in PCM(science)

Nalanda academy - Kota, Rajasthan

Secondary(10th Pass)

St Joseph's Convent high school

Skills / IT Skills

- Communication Skills
- Customer service (1 year)
- Computer skills
- English
- Hindi
- Typing
- Microsoft Excel

Languages

- English - Expert

Additional Information

Spoken english