MEENU GUSAIN

ADD: E-27, Shyam Vihar Ph-1 Contact no: +91-9818319506

Najafgarh New Delhi. E-mail id: rawatgmeenu19@gmail.com

**Career Objective**

To be an outgoing, motivated team player eager to contribute dynamic customer service, administrative, supervisory, team building, and organizational skills towards supporting the objectives of an organization that rewards reliability, dedication, and solid work ethics with opportunities for professional growth.

**Work experience:**

1. Worked withGlobal Infoways as Process Associate from April 2011 to Oct 2012.

**Job profile:**

* Handling inbound calls for a University.
* Handling Students Queries.
* Checking, verifying, validation of all details.
* Successfully completing the admission cycle of a University.
* Involve in Post Admission Session.
* Providing floor support to new joiners and helping them understand the process.
* Actively involved in the preparation of Quality Sheets

1. Worked in Adroit Technical Services Pvt. Ltd. as Customer Care Executive from Aug 2008 to April 2010.

**Job profile:**

* Handling inbound calls from the Insurance Agents.
* Making outbound calls to the customers.
* Handling Inspection process for a Car Insurance.
* Maintaining Database

**Educational Qualifications**

* Bachelor of Arts (Political Science Hons.), Delhi University.
* 1 year Diploma in computer from D.I.C.S.
* Class XII from C.B.S.E Board.
* Class X from C.B.S.E Board.

**Personal Information**

Husband name Mr. Praveen Singh Gusain  
Date of birth 19th Jan 1986  
Marital status Married  
Nationality Indian  
Language known English & Hindi  
Strength Hard Working, Confident & Flexible

**DECLARATION**  
  
I hereby declare that all the details provided by me are true to the best of my knowledge and belief.  
  
  
(MEENU GUSAIN)  
  
  
Date: