

# Insha

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## Personal Details

- Phone : 9654031233
- Email : inshaansari844@gmail.com
- Address : T\_602, Street No 12 Gautampuri New Delhi 110053
- Date of Birth : 24/12/2003
- Marital Status : Single
- Nationality : India
- Gender : Female

## Objective

A highly motivated and results-oriented individual with a strong foundation in computer applications (CCA) and 6 months of experience in telecalling. Eager to leverage acquired skills and knowledge to contribute to a dynamic and growth-oriented organization.

## Experience

- **Tele Caller**  
Paisefy Advisory Pvt, Ltd  
Having 6 Month Experience

Responsibilities:

- Contacted potential customers to promote products or services.
- Provided accurate and relevant information, addressing customer queries effectively.
- Maintained detailed records of calls and interactions.

## Education

Course / Degree	School / University	Grade / Score	Year
10th	Government Girls Senior Secondary School	76%	2021
12th	Government Girls Senior Secondary School	72%	2023
B.A	Mata Sundri College for Women (University Of Delhi		1st Year (Present)

## Skills

- Computer Applications (CCA): Proficient in using various software applications such as word processing (MS Word), spreadsheets (MS Excel), presentation software (MS PowerPoint), and basic database management (MS Access).
- Communication: Excellent written and verbal communication skills, honed through telecalling experience. Ability to communicate effectively with a diverse range of people.
- Customer Service: Demonstrated ability to provide exceptional customer service, ensuring satisfaction and resolving inquiries efficiently.
- Time Management: Adept at prioritizing tasks and meeting deadlines in a fast-paced environment.
- Adaptability: Quick learner with a strong willingness to learn new skills and adapt to changing work environments.

## Languages

- Hindi - English

## Additional Courses

- **CCA**  
The Fundamentals of Computer