

# CURRICULUM VITAE

## KHUSHBU MATHUR

Cell: 9784102681  
AJMER – INDIA  
Khushbumathur70@gmail.com



**Object:** To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.

## WORKING EXPERIENCES

- 1.5 year experience of front office executive in Satguru tour & Traval .
- 1 year experience as technical support executive in Teleperformance.

## KEY - SKILLS

- Handled above 100 international calls and chats in a day .
- Helping with their Query to resolving their problems.
- Help them to install and purchasing the software by providing the in the best price.
- Like Adobe Photoshop, Adobe Reader, and many more.
- Also manage their accounts.
- Like how much the customer had paid for the Adobe product.
- Also checking his/her product run on how many ID's.
- If it's run on more than 2 than he has to pay for the another account also he has to purchase that product for the another account.
- Making Report of all employee's and sending to their manager weekly.
- All admin and management work .
- Sometime Hr work also done by me .

## ACADEMIC QUALIFICATION

- M.sc Computer Science From Aryabhatta Collage affiliated to MDS University Ajmer with 74%. (2k15)
- B.A. From Sophia Girls Collage affiliated to MDS University Ajmer with 60%.(2k13).
- Sr. Secondary from Savitri Girls School affiliated to Rajasthan Board of Secondary Education Ajmer with 66.92%.(2k10).

- Secondary From Savitri Girls School affiliated Rajasthan Board of Secondary Education Ajmer with 46.50%.(2008).

### SKILL KNOWLEDGE OF COMPUTER APPLICATION

<b>Operating System:</b>	DOS operating systems, MS Windows XP, win 7, win 8, win 10
<b>Software's:</b>	(i) MS Office (Word, Excel ) & Internet (Explore & Chrome). (ii) DOS operating system.

### ACHIEVEMENTS & EVENTS

- Winner of Miss Rajasthan Consert 2009.
- Student of The Year 2015.
- Participate in all social activity

### PERSONAL INFORMATION

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<b>Sex/ Nationality/ Marital Status:</b>	Female/ Indian/ Married
<b>Date of Birth:</b>	9 <sup>th</sup> Aug., 1992
<b>Father's Name:</b>	Rajendra Prasad Mathur
<b>Hobbies:</b>	Watching movie & Listening music, Singing, Playing Badminton, Cricket, Volleyball, Cultural Activities etc.
<b>Areas of Interest:</b>	IT
<b>Residential Address:</b>	Khushbu Mathur, Pran Prakash Mathur ,15 Alkhanda colony near Onkareshwar Mandir, Behind MPS School Ajmer – 305001 (Rajasthan) – INDIA
<b>Cell Number:</b>	09784102681
<b>Email ID:</b>	Khushbumathur70@gmail.com

[ KHUSHBU MATHUR ]

Date:

Place : Ajmer



