

Natisha Singla

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Customer Service Representative bringing top-notch skills in oral and written communication, active listening and analytical problem solving skills. Enhances customer experiences by employing service-oriented behaviours, understanding customer desires and providing customer solutions to build loyalty.

Work Experience

IELTS Trainer

Grey Matters - Patiala, Punjab
January 2021 to March 2021

Creating teaching material and develop engaging lesson plans of IELTS modules.
Manage students and resolve their doubts

Computer Operator

The Grand Hotel - Jammu, Jammu and Kashmir
July 2019 to December 2020

Manage documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.

Customer Executive

Airtel - Mohali, Punjab
April 2019 to June 2019

Proactively sold products and services and resolve customer issues

Education

Post-Graduate Diploma in Software engineering technology

Centennial college - Toronto, ON
May 2021 to Present

Bachelor's Degree in Computer science

Punjabi university - Punjab
August 2015 to April 2019

Skills

- Computer skills, Record keeping
- Quick learner
- Money handling abilities, Account management