






pandyamansi2707@gmail.com 

8780714685 

1, Narayannagar, Near Rupaliba's Temple, Surendranagar 

MANSI H. PANDYA

Chat Support
Representative

SKILLS

CUSTOMER FOCUSED EMPATHY

PROFESSIONAL & FRIENDLY

CAREFUL AND ACTIVE LISTENER

MULTI-TASKING

CUSTOMER NEEDS ASSESSMENT

EXCELLENT GRAMMAR

PHONE & CHAT SKILLS

TIME MANAGEMENT

POSITIVE ATTITUDE

LANGUAGES

GUJARATI - *Fluent*

ENGLISH - *Fluent*

HINDI - *Fluent*

SINDHI - *Basic*

SUMMARY

To join an organization where I can utilize my knowledge and completely apply my skills in a challenging and dynamic environment that faster and rewards positive attitudes, proactive work styles, team playing and shared goals. .

WORK EXPERIENCE

January, 2021 -
March, 2021

ASSISTANT BRANCH MANAGER
Skyway Consultancy Firm

April, 2018 -
December, 2020

VICE PRINCIPAL
Gyandhara Classes

EDUCATION

May, 2015 -
December, 2016

CA CPT
Navkar Institute, ICAI

June, 2015 - March,
2018

BACHELOR OF COMMERCE
SMPIC, GLS University

PERSONAL INFORMATION

Birthday : 07/27/1998
Nationality : Indian
Gender : Female
Marital Status : Single
Father Name : Himanshubhai
Mother Name : Nitaben

PERSONAL INTERESTS

READING BOOKS, MUSIC LISTENING, NET SURFING, EXPLORING NEW PLACES,
COMMUNICATING WITH NEW PEOPLE, ETC