

# Vidhi Vyas

B.Sc.

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Experienced back office employee with 1 year of experience in Telecom Industry. Excellent reputation for resolving problems and improving customer satisfaction.

## Skills

- Interpersonal Communication
- Software Proficiency
- Attention to detail
- Decision-making
- MS Office
- Multitasking abilities

## Work History

**2018-11 – 2019-10**

**Back Office**

*XP Communication Pvt Ltd, Ahmedabad*

- Improved operations through consistent hard work and dedication.
- Managed daily database of recharge and accounts.
- Developed and maintained courteous and effective working relationships.
- Drove operational improvements which resulted in savings and improved profit margins.

## Education Details

**2017-04 – 2019-04**

**Bachelor of Science – Chemistry**

- *LJ Institute of Applied Sciences – Ahmedabad*

**2016**

**H.S.C**

- *Kameshwar Vidhyamandir, Ahmedabad*

## **Languages**

- English
- Hindi
- Gujarati

## **Interests**

- Fashion Designing
- Travel
- Music