

Kishan Prajapati

MR

I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

kishansprajapati25@gmail.com

7201099932

Ahmedabad, India

EDUCATION

Bachelor of Business Administration JG Institute of Business Administration

06/2019 - 06/2022

WORK EXPERIENCE

Customer care executive Zomato

08/2021 - 12/2021

Achievements/Tasks

- Managing a team of representatives offering customer support
- Resolving customer complaints brought to your attention.
- Handling customer complaints

Contact : 7201099932

Administrative Executive Diamond Accounting

05/2022 - 07/2022

Achievements/Tasks

- Dealing with queries on the phone and by email
- Maintaining office systems
- Filing various documents and maintaining databases.

SKILLS

Communication Skills

Problem Solving Skills.

Computer proficiency.

Attention to Detail

Good Listener

PERSONAL PROJECTS

Impact on hospitality Industry during Covid-19

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Gujarati

Full Professional Proficiency

INTERESTS

Reading novels

Listening music

Walking