

# NISHA TIWARI

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[nt8650311@gmail.com](mailto:nt8650311@gmail.com) | 9104183798 | 7317300671 |

Town – Chandkheda , IOC Road ,City – Ahemdabad , Gujrat

## SUMMARY

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Enthusiastic Sales Representative highly effective at building productive relationship with customers and colleagues. Team player and people person with background in customer service in sales. Demonstrated track record of success in generating new revenue stream while building customer loyalty and retention. Motivated on being the top and helping the fellow colleagues.

## EXPERIENCE

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**Sales Associate at Innovsource Private Ltd**    December 2020 – Present

- To connect with the potential customer or the businesses via telephone to promote products or services.
- Documented all the customer inquiries and comments thoroughly and quickly.
- Answered customer questions about product and shipment time.
- Accurately filled out paperwork daily to ensure that credit card process is complete, to find out where we stood for the month on credit card.
- Greeted customer in timely fashion, while quickly determine their needs.
- To maintain the database by entering, verifying, and backing up data in the computer system.
- I have also experience of E-KYC of customer .

## EDUCATION

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**Saryu Devi Mahavidyalaya :-** Bachelor of Science, 2015-2018

**XII :-** Rai Badri Pal Singh Inter College, 2015

**X :-** MP Dubey High School, 2013

## KEY SKILLS

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|-----------------------|-----------------------------|
| • Communication Skill | • Customer Service-Oriented |
| • Goal-Oriented       | • Team Work                 |
| • Adaptability        | • Team Player               |
| • Quick learner       |                             |
| • Time Management     |                             |