

Curriculum Vitae

Sharayu Jangam

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Objectives:

- To work for an organization that provides me the opportunity to improve my skills and knowledge for growth along with the organization objective.

Educational Qualification:

Examination	Month & Year	Institute	University/Board
B.M.M.	2016	Ket's V.G. Vaze College of Arts & Commerce, Mulund , Mumbai.	Mumbai University
H.S.C	2014	Ket's V.G. Vaze College of Arts & Commerce, Mulund , Mumbai.	Maharashtra State Board
S.S.C	2012	P.E.S.T Peoples Education English Medium School, Thane.	Maharashtra State Board

Work Experience:

1) Internship at **Zee business** for 4 months from June 21st to October 20th 2017

Designation: Production Intern.

Tasks performed:

- Have been going on field reporting & conferences.
- Have interviewed eminent personalities and CMD's of Big Corporate companies.
- Have taken 1 to 1 bytes of people from entertainment industry.
- Have written some news scripts.
- Made complete news packages including giving voiceovers for them.

2) Internship at **Jai Maharashtra** News for 1 week from December 14th to December 21st 2017

Designation: One week trial for anchoring.

Tasks performed:

- Have been practicing anchoring & voice over.
- Have written some news script.

3) Millennium Advertising Agency from 15 February 2018 to 15 May 2018

Designation: Client Servicing Executive.

Tasks performed:

- Client Servicing.
- Business Development

4) Reliance Jio 24th November 2018 – Current.

Designation: Executive.

Tasks performed:

- Answered an average of 70-80 chats per day by addressing customers inquiries, solving problems and providing new product information.
- Investigated and resolved customers inquiries and complaints in a timely and empathetic manner.
- Provided accurate and appropriate information in response to customers inquiries.
- Live chat with customers raising queries and complaints on daily basis.

Computer knowledge:

- Coral Draw Basic
- Photoshop Basic
- Internet and Web Browsing

Hobbies:

- Listening to music, Travelling, Classical dancer (Kathak).

Personal Skills:

- Always active in work.
- Ability to work independently as well as in team.
- Good oral and written Communication.
- Quick Learner, Confident, Punctual & Hard worker.

Languages Spoken:

- Marathi, Hindi and English.

Personal Details

Nationality : Indian

Date of Birth : 19th , March. 1997

When given a chance I shall prove the best of my abilities, and would perform up to your expectations.

PLACE: Mumbai

Yours Truly,

Sharayu Jangam.