AKANKSHA JAIN

Senior Executive

My Contact

© 8349104344

Sector 39, Gurugram, Haryana

Education Background

- Gyan Sagar College of engineering, Sagar computer Science engineering Completed in 2023
- 12th Govt Girls Higher Secondary School, Garhakota, Sagar M.P
- 10th Sarswati Shishu Mandir School, Garhakota, Sagar M.P

Soft Skills

- Customer Interaction
- Public Speaking
- Effective Communication
- . Multitasking and Time Management
- Quick Learner and Adaptable

Technical Skills

- Core Java
- MySQL
- Proficient in CRM tools and customer service platforms.
- Strong foundation in Computer Science and basic programming knowledge.

Languages

- Hindi
- English

About Me

Dynamic and customer-focused professional with a degree in Computer Science Engineering and over 1 year of experience in customer support. Adept at resolving inquiries, fostering client relationships, and enhancing customer satisfaction. Known for exceptional communication, problemsolving, and multitasking skills. Eager to contribute to the success of organizations by ensuring a seamless customer experience and improving service quality.

Professional Experience

Crofarm (Otipy) | Senior Executive April 2024 – May 2025 Key responsibilities:

- Strengthened customer retention by fostering positive interactions and ensuring swift issue resolution.
- Assisted in streamlining processes to enhance service delivery.
- Collaborated with team members to address challenges and improve overall client satisfaction.

ISourcing Solutions, Ahmedabad | Intern Jan2024 -

April 2024

Key responsibilities:

- Developed and maintained frontend code using HTML, CSS, and Bootstrap
- Created a responsive travel website "Trendy Travel" with interactive UI components.
- Collaborated with backend developers to integrate APIs and ensure seamless functionality.
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Hobbies and Interests

- · Public speaking and communication improvement.
- Exploring new technologies and trends in customer service.
- Networking and building professional relationships.