

ZOYA KHAN

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9520195552

Gali No. 4, Sector 66, Near 59 Metro Station, Noida Pincode: 201301



OBJECTIVE

I am a dedicated and results- oriented individual who thrives in fast paced environments and enjoys collaborating with diverse terms. I beleive in continuous learning.



SKILLS

- Good knowledge of computers including MS Excel, PowerPoint, Word etc.
- Team oriented and Team building.
- Good learner and grab things fastly.
- Good communication and typing skills.



INTERESTS

- Cooking
- Arts and Crafts
- Learning new things



LANGUAGES

- Hindi
- English
- French (Basic)



ACHIEVEMENTS & AWARDS

- Certificate of BCBF (Business Correspondent and Business Facilitator)
- All India School Certificate Examination with skill course of Marketing and Sales
- Many certificates in All India Korea-India essay competition
- Other achievements in dancing, painting and other activities



EXPERIENCE

Mar'2022 -
Mar'2025

iEnergizer
Trainer
Experienced in premium process of Urban Company.

Jun'2021 -
Feb'2022

Mici Institute CAMS
Data Entry Operator
Experience as Data Entry Operator in Mutual funds.



EDUCATION

Delhi University
B.A English Hons

Meerut Public Girls' School
Intermediate

Meerut Public Girls' School
High school



ROLES AND RESPONSIBILITIES

- Train the new batches.
- Conduct floor briefing or cascade new updates.
- Auditing and feedbacks.
- Making PKTs.
- Dip Checks.
- Working on Excel and sharing reports.
- Taking sessions like TNI, BQ, Refreshers for improving resolution rate (CSAT).



ADDITIONAL INFORMATION

Date of Birth: 26-09-2002
Gender : Female
Father's name : Akram Khan
Location : Noida



DECLARATION

I hereby declare that the above information is true in my best knowledge.