

CURRICULUM VITÆ

Laxmi Dixit

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Objectives: -

To work for company that provides challenging work environment and equal opportunity to learn develop and grow as company grows. To work in an environment which respect individuals and at same time provides opportunity to work in a team.

Professional Work Experience: -

Web tech digital solution: -

- Currently working in web tech digital solution Nevada new Delhi from june-24 to till date as a Sale as team leader.

Web technoedge solutions: -

- Working in April-2022 to July-2024 as a Sales Executive.
- Contact with clients, dealing with about business

Job Profile: -

- Answering and forwarding phone calls.
- Receiving visitors and clients at the front desk by greetings welcoming.
- Arranging all couriers.
- Booking meetings

- Screening phone calls.
- Contact with clients.
- Dealing with about business
- Solve quarry of costumer
- Follow up to costumer maintain CRM

Education: -

- Passed 10th from HBSE Board in 2017 with 81% marks.
- Passed 12th from HBSE Board in 2019 with 71% marks.
- Masters (M. Com) from MDU Universities Rohtak 1n 2024 with 67% marks.

Computer Awareness: -

- Knowledge of internet.
- knowledge of computers.
- Tally
- Knowledge of operating systems of MS-Word, MS -Excel, MS -Office & Power point.

Hobbies: -

- Listening music.
- Playing Badminton & Travelling.

Strength: -

- Self-confident & Hardworking.
- Fast Learner, Honest & Responsible.

Personal Details: -

- **Father Name:** jai Bhagwan
- **Date of birth:** 11 Nov 2001
- **Marital status:** Single
- **Language known:** English, Hindi

Declaration: -

I hereby declare that all the above information is correct as per my knowledge.

Date: -

Place: -

LAXMI DIXIT