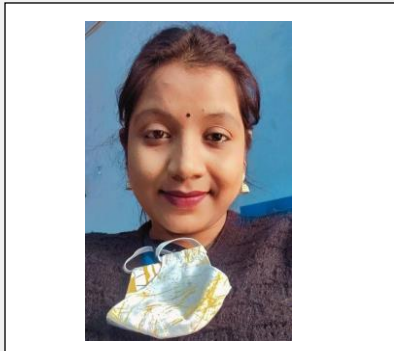


NEHA KUMARI



Contact

Address:

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(Main Road), East
Singhbhum,
Jharkhand - 832106

Phone:

+91 -9204880341

Email:

responceneha@gmail.com

DOB:

17/10/1996

Languages

Hindi
English

Certifications

- Advanced diploma in Computer (Well versed with MS Office, MS Excel)
- Tally

Career Objective

To make positive contribution and accepting the challenge of today's fastest developing industry by utilizing all knowledge, skills, experiences and where I can enhance my communication and decisionmaking skills and effectively gain the skills, knowledge and contribute the same to the organization.

Skill Highlights

- Interpersonal Communication.
- Ability to work independently both with minimal supervision as well as in a team.
- Good in typing.
- Quick learner.
- Situation Handling.
- Loyal towards work.
- Team Building.
- Team Leading.

Experience

AEGIS – Customer Care Executive (Vodafone, Voice Process) – 17th July 2017 to 2nd November 2018.

School Co-Ordinator – 1st July 2019 to 22nd April 2022.

Rajasthan Vidhya Mandir high school (Sakchi) – Jamshedpur

- Maintaining documents and files of student & school.
- Updating student profiles for board/school/govt. portals.
- Invigilation of exams.
- Updating Attendance.
- Generation of student report- card.
- Overall co-ordination of clerical work.

FLIPKART – Customer Care Executive (Wishmaster Process) – 2nd May to 31st October 2022.

PORTER – Customer Care Executive (Voice Process) – 1st November 2022 till date.

Education

- B. Com from Jamshedpur Women's College, Jamshedpur (Kolhan University)- 2017
- Higher Secondary from Atomic Energy Central School-1, Jadugoda - (CBSE) – 2014
- Matriculation from Atomic Energy Central School-1, Jadugoda - (CBSE) – 2012