

PRIYA SAINI

BACKEND EXECUTIVE

PROFILE

- Accomplished Backend executive with 2 years' experience In Shiva enterprises. Experience in managing staff, keep office documents secure, handling team.
- Enthusiastic Team leader with 1/5 years' experience in DMS (Debt management services private limited, in Banking Recovery (collection work), and also have knowledge of customer service.

CONTACT

PHONE:
9354684228

ADDRESS : C-1080B, sangam vihar
New delhi -110081

EMAIL:
priyasaini.priya2000@gmail.com

Birth date :
15-03-2002

EDUCATION

ARUNA ASAF ALI GOVERNMENT SARVODAYA KANYA VIDYALAYA

- 10th passed From CBSC Board .

NIOS (NATIONAL INSTITUTE OF OPEN SCHOOLING)

- 12th passed From NIOS .

DELHI UNIVERSITY (OPEN LEARNING)

- SOL B.A PROGRAM.

WORK EXPERIENCE

SHIVA ENTERPRISES (BACKEND EXECUTIVE)

4-Feb2021 To Till now

- Responsibilities: - Gathering and processing Research Data, Performing basic admin duties including printing, sending, emails, maintain & secure office agreements, KYC, and bills.
- Administrative support for all data entry on daily basis with MS Excel, and Maintain also MIS Report.

DMS (DEBT MANAGEMENT SERVICE) Team Leader

19-Dec2019–To 30-oct-2020

- Responsibilities :- phone calls with customer , and convince to pay Loan Emi , handling team , & shared daily basis DRR with Team to achieve month target ,
- Maintain all teammate performing MIS report based on his daily collection ,
- May assist in scheduling and coordinating Team activities.
- Maintain positive communication and healthy discussion between the team.

SKILLS

- Advanced knowledge of computer (MS WORD, MS EXCEL, and Pivotable).
- Internet suffering: - Go daddy webmail, MS outlook, Gmail.
- Leadership Quality
- Problem-solving abilities
- Work ethics
- Creative mindset
- Work flexibility
- Desire to learn new things
- Responsibility taker