

CURRICULUMVIA TE

PRIYA SINHA

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Permanent Address:

**H. No- 88, 3rd Floor,
Opposite Select City Mall,
Khirki Village, Malviya
Nagar, New Delhi. Pin:
110017.**

Total Work

**Experience:9Years 9
months**

CAREER OBJECTIVE:

- ❖ To be associated with an esteemed organization where I can show my skills and develop elegant future and to be a part of a team that works dynamically and efficiently towards the growth of the organization.

EDUCATION QUALIFICATIONS:

- ❖ Passed Class X from Daisy Dales Sr. Sec. School, CBSE Board, East of Kailash in 2007.
- ❖ Passed Class XII from Daisy Dales Sr. Sec. School, CBSE Board, East of Kailash in 2009.
- ❖ Bachelor in Arts from Indira Gandhi National Open University (IGNOU), New Delhi (2010-2013).

ACCOMPLISHMENTS:

- ❖ Being rewarded for performance in 2016 (Excellence Award).
- ❖ Being rewarded for collaboration in 2016, and for best performance in 2017(Excellence Award).
- ❖ Being rewarded for Impact Award in 2018 (FX.Admin.3.0).

WORK EXPERIENCE:

- ❖ 1 Year experience as an associate in phone connect team, in Encore capital group (Third party payroll Kelly services private Ltd) from 2014-2015.
- ❖ Started working with Encore Capital Group as an admin resource in fresh express 3.0 admin department from July 2015 until Jan 2019.

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| | <ul style="list-style-type: none">❖ Started working as a Consumer Relation Executive in CSS (Non-Voice) from Feb 2019 till present.❖ Currently working as a Resident expert in Inventory management Team (Post Purchase Support). Our Daily Job is to handle seller inquiries related to payments made by consumer to the account prior to purchase, handling internal department queries related to Accounts sold by Seller, Applying payments to the accounts made by consumer previously to seller. |
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STRENGTH:

- ❖ Smart working, Ambitious, Innovative person who believes in learning, continual growth and has excellent, Interactive Communication skill.
- ❖ Ability to work accurately and pay attention to details. ❖
- Self-confidence, Self-motivation.
- ❖ Adoptability, friendly nature.

SOFT SKILLS:

- ❖ Good listening skills.
- ❖ Being positive always.
- ❖ Good communication skills with clarity of the concise and language.
- ❖ Result oriented and ability to cope up with deadlines.

PERSONAL DETAILS:

Father's Name : Mr. Kamal Nayan Prasad

Date of birth : 15th Dec 1991

Sex : Female

Nationality : Indian

Marital Status : Single

Langs. Known: English & Hindi.

DECLARATION:

- ❖ I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place : (New Delhi) PRIYA SINHA