

**Jyoti Kumari**

**PERMANENT ADDRESS**

Noon Ka Chauraha Patna City –Patna Bihar–800008.

**Date of birth:** 28<sup>th</sup> Jan 2000 .

**Contact Number:** 6200574964.

**Email id:**kumarijyoti03707@gmail.com

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**Political Science (Hons).**

Seeking a position in an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals

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**Computer Proficiency**

**Diploma In Computer Application**

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**EDUCATIONAL CREDENTIALS**

Graduation from Patliputra University Patna Bihar–2022.

Intermediate From BSEB–2019.

High School from BSEB–2017.

**Working experience:**

#One Year Experience of Customer Service in **Vishal Mega Mart** Showroom.

#6<sup>th</sup> Month Experience of Tele Calling/Customer Service in **Bajaj Finance Ltd.**

#6<sup>th</sup> Month Experience of Tele Calling/Customer Service in **Automobile.**

#6<sup>th</sup> Month Experience of Tally **High Tech DATA process Company.**

**Job Profile: –**

Looking the North & North East Zone or PAN India Location.

**Job Description–**

- Customer Calling.
- Grievances reversal.
- Third party Manpower Management
- Store Management
- Stationary Printing and dispatching.
- MIS.
- Daily reporting.
- Protocol.

- Provisioning of Budget and expenses.
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**Hobbies:** Reading, Listening to Music, Riding Bikes

**Languages known:** English, Hindi.

**References:** Available on request

**Declaration:**

I hereby declare that all the above statements are true to the best of my knowledge and believe.

**DATE:**

**PLACE:** Patna

**Jyoti Kumari**