

Jyoti Shekhawat

ADDRESS

D-82 Tara Nagar F-4 heritage plaza
near Shiv mandir, Jhotwara.
Jaipur, 302012
India

PHONE

7737371339

DATE / PLACE OF
BIRTH

20-September-1999 / Jodhpur

EMAIL

shekhawatj377@gmail.com

NATIONALITY

Indian

01 PROFILE

Looking for a maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

02 EMPLOYMENT HISTORY

Jaipur

Customer support executive at Real dream

- Suggesting solutions based on customer's needs and requirements.
- Maintaining the database of the customers on a regular basis.
- Learned and adapted quickly to new technology and software applications.
- Attending regular team meetings to clarify progress and performance-related expectations.

Jaipur

Data Executive at Radiant Cash management services pvt ltd

- Greet and acknowledge each customer.
- Maintain accurate records of transactions.
- Process payments according to company procedure.

Sep 2023

Jaipur

Customer care support at Teleperformance

- Developed and maintained customer service support systems to streamline customer interactions and increase customer satisfaction.
- Greeting and communicating with customers via chat.
- Process complaints and issues related to services and provide solution based on customer's need and requirements.
- Managed high levels of chat flows and responded to various customer support needs.

03 EDUCATION

2016

Jodhpur

Holy Spirit Sr. Sec. School

10th (RBSE)

2018
Jodhpur

Holy Spirits Sr. Sec. School
12th (RBSE)

2022
Jaipur

University of Rajasthan
B.com

2023
Jaipur

University of Rajasthan
M.com (Pursuing)

04 SKILLS

Computer applications knowledge
(Microsoft office and other useful
application)

Backend Office Management

English Typing

Time-management

Strategic Planning and scheduling