

KHUSHBOO MEHRA

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Mehrakhushboo66@gmail.com

OBJECTIVE

Looking for a long-term full-time job where I can apply my extensive skills and knowledge to the position for which I am hired.

WORK EXPERIENCE

Organization	Location	Designation	Duration
WIPRO	Gurgaon	Ongoing client processing	FEB 2019- Present

KEY RESPONSIBILITY

- Working in Health and welfare Domain, having various processes like Evidence of insurability, Dep max age, COBRA, Life Insurance Reduction, DVS, Coverage Termination.
- Working on projects According to the client requirements.
- Ensures timely and Accurate service delivery at defined productivity levels.
- Prioritizing work as required in order to effectively respond to Client needs
- Escalating and creating defects for other Teams.
- Follows with clients and adhering to all process guidelines and ensures that performance parameters are met against the SLA targets
- Responsible for developing superior understanding with client plans, identifying opportunities for knowledge enhancements and deliver to high standards of quality and timeliness.
- Work with Team and come with new ideas and Solution.
- Currently handling multiple clients – **Phillips, Caterpillar, HP, Dell, T-Mobile, Citigroup, Arconic , Howmet , target and Starbucks Etc.**
- Organizing team Huddles.

EDUCATION

Course	Year Of Passing	Specialization/ Stream	Name of Board/ University	Name of Institute/ College	%
Post-	2022	MBA in HR	NMIMS	NMIMS	----
Graduatio	2018	BBA	Indraprastha	JIMS	80%
XII	2015	Commerce with	CBSE	MCL Saraswati	70.2 %
X	2013	All subjects	CBSE	MDPS	75%

SUMMER INTERNSHIP

Organization	Location	Duration	Project Title
Opulent us	Noida	6 Months	Counsellor
Parley Bailey	Faridabad	2 months	Sales Executive

SPECIAL SKILLS

- MS Office (Excel, Word, Power point.... etc.)
- Leadership skills
- Soft skills
- Team management
- Power point presentation

ATTENDED WORKSHOPS

- Industrial Visit to Anmol biscuit factory.
- Industrial Visit to Mother Dairy factory.
- Industrial Visit to happiness factory coca cola.
- Industrial Visit to PepsiCo factory.

PERSONAL INFORMATION:

Date of Birth : 10-10-1997
Father's name : MR. Vijay Mehra
Marital Status : Unmarried
Language Known : English & Hindi and Punjabi
Hobbies : Dancing, Crafting and Painting

PLACE :

DATE :