**RESUME**

**GEETA DUA**

H.No. 370, Sector-22,

Housing Board Colony,

Faridabad-121001

Mobile No: - 9899587188/9211823430

E-geeta8984@gmail.com

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**OBJECTIVE:**

Seeking a challenging career, which can give me scope to extend my skills and to grow professionally and give my best to the organization for the mutual success.

**WORK EXPERIENCE:**

1. Currently Working with **“DELHI SOUTH VOLKSWAGEN “**  as a Front Desk Exec.in workshop.

**Duration**: From 12th May 2011 till .

**Job Profile**:

* Handling all the Incoming & Outgoing Calls
* All the day to day admin work

1. Worked with **“LEX INTELLI” (LAW FIRM**) as a “Trade Mark Paralegal” (Intellectual Property).

**Duration**: From 26th April 2010 -10th May2011.

**Job Profile**:

* Preparing Applications
* Weekly Status check for Registered Trademarks
* Weekly check the Journal
* Handling all the Accounts Queries
* All the day to day admin work

1. Worked with “**SMC GLOBAL SECURITIES LTD.**” as a Back office Executive & Admin Coordinator.

**Duration**: From 18th Dec 2008 – 10th Jan 2010.

**Job Profile**:

* Handling all the Accounts Queries
* Giving Confirmations to the Clients
* All the day to day admin work.

1. Worked with “**THE NAVIGATORS SOLUTIONS”** as a Tele recruiter.

**Duration:**  From05th JAN 2008 to 15th DEC 2008.

**Job Profile:**

* + Short listing the candidates
  + Taking the screening
  + Coordinating with the H.R. in the recruitment process

1. Worked with “**DSS INFOTECH LTD”** as a Customer Service Representativein Home Loan & Car Loan Department for 23 months.

**Duration:**  From 02nd JAN 2005 to 28th NOV 2007

**Job Profile**:

* Handling all the Home Loan and car Loan related queries of the customers

1. Worked with **“KOTAK MAHINDRA CAR PREMIRE LTD”** as a Back OfficeExecutivein personal loan departmentfor 6 months.

**Duration**: From 01st June 2005 to 30th Nov 2005

**Job Profile:**

* Handling all the queries related to personal loan
* Handling the after loan queries and giving the customers appropriate solution to their issues.

**EDUCATIONAL QUALIFICATION:**

* Pursuing Graduation from Delhi University.

**PROFESSIONAL QUALIFICATION:**

* Diploma in Computer Applications
* 3 months diploma in Call Center Training form Oxford Software Institute

**EXTRA CURRICULAR**

Listening to music, and interacting with People.

**STRENGTHS:**

* Optimistic
* Creative
* Confident
* Patient
* Quick Learner
* Self Motivated
* Good Communication skills
* Good follow up skills

**PERSONAL DETAILS :**

Husband Name : Mr. Peeyush Dua

DOB : 08-09-1984

Sex : Female

Marital Status : Married

Languages Known : English, Hindi & Punjabi

Nationality : Indian

**Declaration:**

All the above information is true to the best of my knowledge and in case of any discrepancy,

I shall be solely responsible for it.

Place: Delhi

Date: (GEETA DUA)