**CURRICULUM VITAE**

**RESHMA MOHAN**

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**OBJECTIVE**

To secure a challenging position with a well established organization where I can utilize my extensive experience, flexibility, motivation and interpersonal skills to maximum effort.

**EXPERIENCE**

**Job Title: BackOffice Executive**

**SAI OM ELECTRONICS ( July 2016 to October 2016)**

Responsibilities/Duties:

* Handling online shopping site( paytm and Amazon)
* Solving customers complain.

**Job Title: Customer Service Representative**

**The Holistica (October 2016 to Present)**.

Major Responsibilities/Duties:

* Handling Admin work.
* Solving quires of new customer and current members.
* Calling new customer and proving information about center.

**ACADEMIC DETAILS**

* **H.S.C** from Gujarat State Education Board with 60.00% on 2012.
* **B.TECH(COM.ENG)** from RAJASTHAN TECHNICAL UNIVERSITY WITH 75.00% ON 2016.

**Computer Knowledge** –MS-Office, Internet, Basic,MS-EXCEL..

**Language**: C, C++

**General and Graphic application**: HTML, Dreamweaver

**INTERPERSONAL SKILL:**

* Ability to rapidly build relationship and set up trust
* Ability to cope up with different situation
* Extrovert personality and positive personality
* Determined and confident
* Good communication skills.

**FAMILY DEATAILS**

Father’s Name : Mr.Mohan Nanu

Age & Date of Birth : 22, 31st October,1994

Gender : Female

Nationality : Indian

Marital Status : Unmarried

Languages Known : English, Malayalam, Gujarati & Hindi

Hobbies : Roaming, Dance, drawing.

Height : 5’3”

Weight : 47kg

**DECLARATION**

I, Reshma Mohan, do hereby state that all information provided is true to the of my knowledge and belief.

Place: Gujarat, Surat Reshma Mohan