

SANHVI

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022 1930 862

Avondale, Auckland

Key skills

- Fluent Communication
- Customer Service
- Time Management
- Attention to detail.
- Problem-solving
- Teamwork
- Tenacious
- Pursuing
- Organizing
- Fast learner

Technical Skills

- Microsoft Office Suite
- Troubleshooting
- Python language
- Javascript
- HTML
- Sql Server
- CSS
- Git Lab
- Networking Skills

Education

Bachelor's in information Technology from Auckland Institute of Studies.
2023-Currently pursuing

Summary

A highly motivated and detail-oriented person pursuing bachelor's in information technology, possesses excellent communication and interpersonal skills, as well as proficiency in Microsoft 365 and CRM platforms. Experienced in collaborating on group projects and managing time effectively to meet deadlines. Passionate about learning new skills and contributing to the success of team.

Career history

Collection Officer at Debtworks (Part-time)

Jun 2023 – pursuing.

Primary responsibility is to help clients to manage their finances by recovering outstanding debts.

Key responsibilities

- Handling Debt files, queries, documentation
- Working with Microsoft 365
- Customer Interaction through online platforms
- Problem solving
- Meeting Targets and Deadlines
- Negotiation
- Troubleshooting

Office Admin at If-else-Cloud (One-Off role)

February 2023 – March 2023

Temporary role for day-to-day task such as attending calls, interaction with customers and helping them with their query and handling the correct information & details of customers.

Interests

- Exploring New Zealand
- Interest in social media

- Exploring new Technology trend
- Sketching