RITIK MEHTA

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Summary

Hardworking and dependable Marketing experience in various industries. Proficient in operating social media tools, with a strong focus on collaboration and attention to detail. Able to work independently and as part of a team to meet deadlines and exceed expectations.

Skills

- Teamwork and collaboration.
- Teambuilding
- Physically fit
- Ability to work under pressure

Volunteer Experience:

e-Cell, Ghaziabad, India
2019-2022

- Participated in fundraising events and activities
- Solicited donations from potential donors
- Assisted in organizing fundraising campaigns and activities
- Provided excellent customer service to donors and participants

Experience

Telefundraiser

K D Groups | Gurugram, India

04/2022-10/2022

- Successfully solicited donations from potential donors over the phone
- Managed a high volume of calls while maintaining accuracy and quality
- Met and exceeded fundraising goals on a consistent basis
- Provided excellent customer service to donors by answering questions and addressing concerns
- Maintained donor records and updated the database in a timely manner
- Worked collaboratively with team members to achieve fundraising goals

Customer Service Representative

Big Bazar| Delhi, India

01/2021-03/2022

- Assisted customers with product inquiries, complaints, and general information
- Provided excellent customer service while managing the high volume of calls
- Maintained accurate records and updated the database in a timely manner
- Resolved customer issues in a professional and efficient manner
- Received multiple commendations for outstanding customer service

Education and training

- **University of Windsor |** Windsor, Ontario, Canada

Masters in Applied Computing

2023-2025

- **Krishna institute of engineering and technology |** Uttar Pradesh, India

Bachelor of Technology in computer Science and engineering

2018-2022

Availability

*Night shifts are also preferred

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Full day	Full day	Full day	Full day	Full day	Full day	Full day