

EDUCATION

Bachelor of Commerce (B.Com), Accounts

K. M. Agrawal College

2020 - 2023

Senior Secondary (XII), Commerce

Holy Cross Convent School

(STATE BOARD board)

Year of completion: 2019

Percentage: 77.20%

WORK EXPERIENCE

Chat Agent

Teleperformance, Virtual

Job • Jun 2023 - Dec 2023 (6 months)

Intern

byjus, Mumbai

Job • Jan 2022 - Dec 2022 (11 months)

1. Managed a team of 5 interns, executing effective marketing campaigns.

2. Developed and implemented a customer referral program to enhance customer engagement.

3. Received recognition for exceeding internship goals and demonstrating strong lead

Finance Executive

Brilliant Calibration, Kalyan

Job • Jan 2020 - Jun 2020 (6 months)

SKILLS

English Proficiency (Spoken)

Advanced

MS-Word

Intermediate

MS-Office

Intermediate

MS-PowerPoint

Intermediate

English Proficiency (Written)

Advanced

MS-Excel

Intermediate

Tally

Intermediate

Effective Communication

Intermediate

**Negotiation &
Problem-solving**

Intermediate