



# Mansi Jakhar

## CONTACT

📍 Karnataka, Uttar Pradesh  
☎ 7668283382  
✉ mansijakhar07@gmail.com

## SKILLS

Excellent Communication



Problem Solving



MS Office



Customer Support



Data Support



## ACHIEVEMENTS & AWARDS

Certification in Excel for Beginners by  
Great Learning

## LANGUAGES

English

Hindi

## OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## EXPERIENCE

**Subject Matter Expert**

March 2021 -

Chegg Private Limited

Dec 2022

- I worked for the organization as a freelancer and supported the organization with my knowledge and expertise.
- Resolve the issues and problems that arise and provide an expert solution.

## EDUCATION

**Master of Arts ( English )**

2023

Chaudhary Charan Singh University

**Bachelor's of Education**

2021

Chaudhary Charan Singh University

**Bachelor's of Arts**

2019

Chaudhary Charan Singh University

## PROFESSIONAL STRENGTHS

Developed highly empathic client relationship and earned reputation for exceeding service standard goals.

Investigated and resolved customer inquiries and complaints quickly. Responded to customer requests, offering excellent support and tailored recommendations to address needs.