# Khushi Chand Gupta

## **Skills Summary**

- Computer Proficiency.
- Ability to Learn Quickly.
- Customer Service Expert.
- Good Communication Skills.
- Creative Problem Solving.
- Customer Focused Empathy.
- Phone and Chat Skills.
- Internet Research.
- Professional & Friendly Behaviour.

## **Objective**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and also attain my career target in the progress.

## Language

- English (Fluent)
- Hindi (Fluent)
- Bengali (Fluent)
- Spanish (Beginner)

## **Work Experience**

- Worked for Myntra Pvt. Ltd (Startek Aegis) as an Customer Support Associate in an Inbound Non-Voice Process for Seven Months.
- Worked for Teleperformance (Flipkart) as an Customer Support Associate for Five months in an Inbound Voice Process as well as in Outbound Voice process.
- Worked for Wipro as an Process Associate for two months in American Telephone and Telegraph (AT&T) process.

(04/2023-05/2023)

(05/2022-01/2023)

(07/2021-12/2021)

# **Education History**

- Bachelor in Journalism and Mass Communication (2020-2023)
- HSC in 2020 with 80.8%.
- AISSE in 2018 with 72.6%

#### Certifications

- Advance Microsoft Excel Course, Udemy (2023)
- Information Security, Myntra (2022)
- Blogger SEO Course, Udemy (2021)
- Fundamental of Digital Marketing, Google (2020)

#### **Contact Details**

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