

Pratibha
p705339@gmail.com
9870598264

CAREER OBJECTIVE

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

SKILLS

Internet Surfing, Email, > 30 WPM Typing Speed, Other, MS Word, Computer, Basic Excel, MS Power Point, Hindi, English, Inbound, Outbound, Domestic, client management and good communication skills

EXPERIENCE

18/08/2018 - 19/04/2021	Organization - Csc financial services pvt ltd Designation - Data entry operator Responsibility - Preparing mis on daily basis Conference with the costomer Getting report from the field executive Punching cases at bank CRM
21/07/2021 - 22/02/2022	Organization - Sankalp televentures Designation - eCommerce executive Responsibility - Order processing Managing dispatch and return Create SPF claim
22/04/2022 - 31/12/2023	Organization - fox I vision screening services pvt ltd Designation - associate Responsibility - Appointment calls for video verification. Convert appointment calls in to video calls. Sharing Daily reports.

EDUCATION

Degree/Course	Institute Name	University	Percentage	Year Of Passing
BA programme	Rajdhani college	Delhi University	51%	2021
12	SCAV senior secondary school	CBSE BOARD	72%	2017
10	SCAV senior secondary school	CBSE BOARD	54%	2015

STRENGTH

Good communication skills
Strong motivational skills
I can learn from my atmosphere

WEAKNESS

I believe in people so easily

HOBBIES

listening music and cooking

PERSONAL DETAILS

Father's Name	Raja ram
Address	F 92 inderpuri New Delhi 110012
Date Of Birth	12/03/2000
Gender	Female
Marital Status	Married
Nationality	Indian
Language	Hindi and English

DECLARATION

I hereby declare that all the details furnished here are true to best of my knowledge and belief.

DATE - 04/11/2024

SIGNATURE