

## **Anisa Ilyaz Patel**

Freelance Corporate Trainer

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### **Career Objective:**

A challenging job profile that would enhance personal qualities while contributing to organizational development

### **Work Experience**

January '19 till date:

One Up Financial Solutions: Tele Caller

Job responsibilities:

Inbound /Outbound call handling, Handling product promotions, Customer Query handling/ Service recovery (handling irate customers).

Achievements:

Achieved sales target regularly

Earned customer appreciations often

July '17 to December 2018

Vidyanidhi Info Tech Academy: Administrative assistant

**Joined as a data entry operator and later worked as an administrative assistant**

**Job responsibilities:**

- Faculty coordinating
- Student amenities coordination
- Class room and laboratory upkeep
- Assisted in teaching the senior citizens the internet and computer basics
- Assisted in teaching the junior students in "Tux," "Fantasia" etc

**Educational qualifications:**

Exam	Appeared from	Result
STD X	Maharashtra Board	Pass
STD XII	Yashwantroa chavan maharashtra opne university,Nashik Board	Pass
B'com	Yashwantroa chavan maharashtra opne university,Nashik Board	Pass

MBA	Yashwantrao chavan maharashtra opne university,Nashik Board	Appear
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### **Extra Curricular Activities:**

- Helped in organizing cultural events at Vidyanidhi Infotech Academy
- Volunteered to teach Senior citizens and the junior students
- Completed college while working
- Completed ms-cit

### **Personal Details:**

Date of birth: 6july 1991

Languages known: English, Hindi, Marathi

Strengths: Ability to handle pressure and adapt to new situations