

# RESUME

Sweta Singh

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## CAREER OBJECTIVE :-

To seek a position in a well established organisation that offers room for professionals growth, as this provides me ample opportunities to exhibit my skills and competencies in a chosen field.

## ACADEMIC QUALIFICATION:

	<u>Year of Passing</u>	
<u>B.SC</u> 2017 Acharya Sitaram Chaturvedi Mahila Maha		<u>Vidyalaya</u>
<u>HSC</u> 2014 CBSE Board 2014		

## Technical Skills :

- MS OFFICE 2007, 2010
- Internet Savvy.

## Skills & Strengths :-

- Quick Learner.
- Can adapt any kind of situation.
- Self confidence and positive attitude.
- Highly self motivated

## WORK EXPERIENCE:

- 10 months experience in I-ENERGIZER as PAYTM Process.
- 3 years experience in EXL.

## Responsibilities :

- Coordinating with clients.
- Handling the problems of customer.
- Co-ordinating with seniors for solving the issues.

## HOBBIES AND INTREST :

- Interact with new people.
- Dancing.
- Capturing memorable things.
- Foody.
- Teaching.

## PERSONAL DOSSIER:

Date of Birth 1<sup>st</sup> april 1997 Gender Female Marital Status Unmarried

Nationality Indian Linguistic Proficiency Read and Write English and Hindi

## DECLARATION :

I hereby declare that the information furnished above is true and to the best of my knowledge and belief.

Sweta Singh

Place: Mughalsarai