

Varsha

Customer Support

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A-660, Madipur Colony
New Delhi - 110063 12345

+91-8130704099
varshakumari38@gmail.com

Skills

Highly motivating and convincing in a positive manner. Adaptable nature with high degree of self confidence. I like to take up challenges and am able to succeed in it till now. Maintains job ethics with seniors and colleagues.

Experience

Woori Lex Consultancy / Assistant

November 2018 - May 2019, Rohini West, New Delhi

It is Law firm in which I was appointed as an assistant to the CEO. My duties were to manage the appointments with clients and to respond to them. My job was to manage and fulfill the requirements in the office.

State Bank of India / Customer Support

June 2019 – till November 2020, IIT Campus, New Delhi

I have worked in Banking sector where my task is to provide information to the customer, no matter what it is about but related to banking. I usually help to resolve their queries and to assist them with YONO. Working in this has enabled me to know how to provide customer service in a better and positive manner.

SBI Cap Securities / Dmat Account related services

November 2020 -Present, IIT Campus, New Delhi

Currently, I am working as a representative of SBI Cap Securities where I have dealt customer's for various services related to Dmat Account opening and related services.

Education

Sarvodaya Ce-Ed SSS / 10th & 12th

Pass out year 2012, New Delhi

In my senior secondary years, I was able to polish myself and was able to choose which stream and profession is best for my future. It laid the foundation of my career. It is the most renowned CBSE school.

Delhi University / Bachelors in Commerce

Pass out year 2016, Delhi

It is a study which lets you specialize in commerce and is suited to give theoretical knowledge about Banking & Finance and makes student industry-ready.

Languages

Hindi & English are the two languages on which I have a good hold.