

SIMRANJEET KAUR

OPERATIONS ASSOCIATE



ABOUT ME

Experienced and goal oriented with good presentation skills. Great soft skills including traits like active listening and listening both verbal and nonverbal cues. Flexible at workplace with a positive attitude towards new challenges. Skilled in prioritizing and completing tasks independently.



EXPERIENCES

OPERATIONS

ASSOCIATE

3/9/2018 - 4/10/2019

URBANCLAP

Worked in customer service professional where the core ask was customer satisfaction providing qualities like active listening, empathy, problem solving and communication with good technical knowledge.



CONTACT

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Location:
New Delhi, India



EDUCATION

UNIVERSITY OF DELHI

2016-2018

BACHELOR OF HUMANITIES WITH HONORS



SKILLS

MICROSOFT EXCEL

MICROSOFT OFFICE

MICROSOFT POWERPOINT

OTHER MICROSOFT TOOLS
& OTHER SYSTEMS

DATABASE MANAGEMENT



PERSONAL/ TEAM SKILLS

Good communication, organizational and interpersonal skills.

A strong team player with conflict management skills.

Familiarity with computer systems.

Confidence and the ability to place pressure tactfully on the individuals at the right moment.

Easily reliable.



LANGUAGES

HINDI | ENGLISH



INTERESTS

Travelling | Reading Blogs | Music | Cooking.