

Ankita Goswami

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WORK EXPERIENCE

Lead Generation

Apr 2024 - Present

Zippy Infotech, Jaipur

Cold calling to given data, finding leads from the data of website development Sharing them the information and catalogue over WhatsApp messages Follow up with customers Scheduling visits and appointments with technical team

EDUCATION

Senior Secondary (XII), NIOS

2019

Percentage: 63.00%

Secondary (X), CBSE

2017

Rajdhani Public School, Sonapur , Assam

CGPA: 9.50/10

TRAININGS / CERTIFICATIONS

Office Administration

Sep 2023 - Dec 2023

ICICI Skills For Academy, Jaipur

Office management Administrative procedures Communication skills Record-keeping Time management Effective communication strategies

SKILLS

- MS-Excel
- Hindi Proficiency (Spoken)
- MS-Office
- MS-Word
- English Proficiency (Spoken)
- Effective Communication
- MS-PowerPoint
- English Proficiency (Written)

EXTRA CURRICULAR ACTIVITIES

- Currently working as a lead generation specialist, I am looking to join an organisation where hard work and honesty pays off, I am looking for growth and enhance my skills by learning and updating myself with your organization.

ADDITIONAL DETAILS

- Obtain an merit certificate from ICICI skills academy from jaipur for office administration course provided by the ICICI skills academy for perfect behaviour , mainitaining discipline and most important thing I was always puntual in time .