**NEHA ARORA**

**Contact:** +91-*9717484646,9650249696*

**E-mail:** nhsirohi@gmail.com



**Carrier Objective: - Willing to work with an organization that provides an environment of excellence and professional integrity and utilize my professional skills to move ahead and achieve my goals.***..*



**PROFILE:-**

* **Senior Customer Care Officer Professional** with 2 **years** & 6 months of experience.



**Work Experience:-**

**Organization: Convergys**

**Designation** : Senior Customer Care Officer.

**Duration :** From February’ 2011 till 2014.

**Work Profile** : Handling Customer queries in EE process (Orange).



**Presently Working With:**

**Organization: NIIT TECHNOLOGIES(NIIT SMART SERVE)**

**Duration: Feb 2015 till date.**

**Work Profile**: **Sr. Investment & Banking Officer (Financial Advisor)**



**Educational Qualification:-**

I am a Commerce Graduate (B.Com) from Delhi University.

Post-graduation done in Master of Arts (MA) in English from Alagappa University in 2015.



**Computer Fundamental:-**

Full Knowledge & Good Command of MS-Word, Excel, Internet, Power Point, Outlook etc.

Very good command in typing.



Husband’s Name : Mr. Sandeep Arora

Present Address : H.No.-M2/51 2nd floor

Model Town, Delhi -110009

Permanent Address : H.No.-67, Water Works-I

Near Civil Lines, Delhi -110054

Date of Birth : 24th August of 1986.

Religion : Hindu

Sex : Female

Marital Status : Married

Language Known : Hindi, English

***(NEHA ARORA)***