

Pratham Batra

ADDRESS

Delhi NCR
India

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01 PROFILE

I am dedicated and adaptable, skilled in communication, multitasking, and utilizing Microsoft Office tools. BA in Mass Communication and Journalism from Amity University. Eager to leverage strong interpersonal and analytical skills in a role to contribute significantly to a progressive organization's growth and success. Looking for a long term association with a reputed organization.

02 EMPLOYMENT HISTORY

Mar 2023 — Mar 2024

Delhi

Intern in customer service at Parnami Events

During my time at Parnami Events, I was responsible for providing excellent customer service and support to ensure a positive experience for all customers.

- Provided excellent customer service and support to ensure a positive customer experience.
- Managed customer inquiries and provided timely and accurate solutions, utilizing strong communication and multitasking skills.
- Contributed to sales and marketing efforts, enhancing customer relations through Microsoft Office tools and data analysis.

03 EDUCATION

Apr 2020 — Mar 2024

Noida

Amity University

BA in mass communication and journalism

Apr 2019 — Mar 2020

Delhi

GD Goenka world school

High School - 12th

82% in cbse board examination.

04 SKILLS

Communication Skills

● ● ● ● ●

Ability to Work in a Team

● ● ● ● ●

Customer Service

● ● ● ● ●

Communication

● ● ● ● ●

Multitasking

● ● ● ● ●

Microsoft Office

● ● ● ● ●

Interpersonal Communication

● ● ● ● ●

Analytical Thinking

● ● ● ● ●