ANUJ TYAGI

CUSTOMER RELATION ASSISTANT

Hno. 180 Noor Nagar Sihani Ghaziabad, 201001, U.P. India.



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[tyagi.anuj8@gmail.com](mailto:tyagi.anuj8@gmail.com)

# PERSONAL DETAILS

Date of birth 10/03/1986

Nationality Indian

# ABOUT ME

Focused on helping the business achieve short- and long-term goals. Achieve short- and long- term objectives with successful strategic planning and performance optimization skills.

Visa status Required

Marital status Married

# LINKS

Linkedin:

[http: /www.linkedin.com/in/anuja aravtyagi](http://www.linkedin.com/in/anujaaravtyagi)

# EDUCATION

**S.D.INTER COLLEGE GHAZIABAD U.P**

Ghaziabad

2003

**S.D. INTER COLLEGE GHAZIABAD** Ghaziabad

2006

**IMR COLLEGE GHAZIABAD**



## UP Board

**12th**

## BBA

Ghaziabad

2009

# LANGUAGES

HINDI

**RPIIT KARNAL**

Karnal 2011

## PGDM

ENGLISH

# DRIVING LICENSE

Driving license category UP1420088572768

# WORK EXPERIENCE

**BHARTI AIRTEL Trainee Sales Assistant**



Karnal, Haryana

Jul 2011 - Apr 2012 Direct Sales. Maintain Sales Record. Co- ordination with

Customers. Satisfy to Customers.

# PASSPORT

India / FEB 2022 - JAN 2032

V6212539

**PIXIE CONSULTING SOLUTION LTD**

Karnal, Haryana

Apr 2012 - Dec 2012

**MANJU J HOMES INDIA LTD**

Ghaziabad, U.P

Apr 2013 - Apr 2017

## Admin Executive

Event Promotion. Maintain Sales Record. Co- ordination with Customers. Provide full information of Product. Solve the Queries. Full Satisfy to Customers.

## Customer Relation

Booking of Flats. Payment Receipts. Home Loan . Maintain good relation with Customer. Complete all Documentation of Flats.

Payment Collection.

**MAHAGUN INDIA PVT LTD**



Noida, U.P.

May 2017 - Present

## Sr. Executive CRM

Booking Login. Demand. Agreement. Name Addition Deletion. Far vision. Transfer Agreement, Registry of Flats.

# INTERNSHIP

**HCL**

Chandigarh

Mar 2011 - Apr 2011

## Promotional Activity

Promote Laptop HCLME awareness about laptop technology and software.



# SKILLS

CUSTOMER RELATIONSHIP MANAGEMENT

TIME MANAGEMENT

STAISFACTION

GOAL SETTING

CREATIVE

RESOLVE ISSUES

# HOBBIES

LEARN FROM PEOPLE.

WASTE CRAFTING.

TRAVELLING.

GARDENING

HELP TO PEOPLE

( Anuj Tyagi )