



# Resume

## Personal Details

NAME :NIBHA ROY

Mob no. 9643081325

Email [nibharoymmlp@gmail.com](mailto:nibharoymmlp@gmail.com)

## CARRIER OBJECTIVE:-

To be Part an organization where the skills are used effectively for organizational and personal growth

## ACADEMIC\_QULIFICATIONS:-

- B.com (General)Parsuing MDU Rohtak Haryana.
- 12 th From Haryana Board of School Education, Bhiwani With 65%.
- 10 th From Haryana Board of School Education, Bhiwani With 70%.

## WORK EXPERINCE:-

- One year Worked With **Maruti Company Sec.14 In Gurgaon.**
- Now Working in **Stone Mobile Pvt. Ltd.** From 6month.

## SKILLS & RESPONSIBILITIES:-

- Handling Incoming & Outgoing calls, greeting Clients and resolving their queries.
- Coodinating with external and internal Clients and department.
- Front office management, courier management.
- Preparing Admin Reports.

## DECLARATION:-

I hereby declare that all the information mentioned above is true to best of my knowledge and I am ready to provide relevant documents as a proof when asked.

