Pragya jha

DA/23-E, IInd Floor, Hari Nagar, Near Mother Dairy,New Delhi (West) – 110064

Mobile: +91-8882398291, E-mail: Pragyajha113@gmail.com

**CAREER OBJECTIVE**

* To work in a learning and challenging environment with global standards in value driven corporation and acquire professional skills, in constant search of perfection.

**EDUCATIONAL QUALIFICATIONS**

**Graduation:**

* B.A progg from Delhi University 2015

**Academics:**

* 10 (CBSE) 2009
* 10+2 (C.B.S.E) Science 2011 from MCL Bal Mandir, Hari Nagar
* 3 Yrs Theater Experience at University level.
* Advance English & creative writing.

**Technical skills:**

* Application Package : MS Office
* Operating Systems : Windows 7/8/10

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**WORK EXPERIENCE**

* Worked with Bigster Technologies, Delhi as Customer Service Executive (Dec’14 to May’15)

Responsibilities:

* Handling Customer Quarries about Products and Services.
* Calling customers for their feedback after project completion.
* Raising invoices and quotations to customers.
* Worked with Justdial, as Information Retrieval Officer (IRO) ( July’15 to SEP’15)

Responsibilities:

* Take calls and give information as per customer requirement

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* Working with TCS as Citizen service executive (CSE) in Passport seva kendra (Oct’15 to till date)

Responsibilities:

* Document verification, inquiry, processing and backend

**HOBBIES**

* Listening music
* Acting
* Travelling

**PERSONAL DETAILS**

Date of Birth : 11 mar 1994.

Father’s Name : Shri. Raghvendra Jha

Sex : Female.

Civil Status : Single.

Date: 26 july 2016

Place: Delhi (Pragya Jha)