**Priya**

**Address : I-2nd 35, Madangir Dr. Ambedkar Nagar, New Delhi-62**

**E-mail :** [**priyasavriya2017@gmail.com**](mailto:priyasavriya2017@gmail.com)

**Phone : +91 7053488825, +91 8800654252**

**Date of Birth : 23-02-1993**

**CAREER OBJECTIVE**

To establish myself in a position, where I can utilize my strength and skills in a right way to contribute in its success.

**SKILLS**

* Basic Knowledge of MS-EXCEL, MS-WORD, POWERPOINT.
* Knowledge of Internet, Outlook, Gmail.

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| Examination | Year | Board/Institution |
| 10th | 2010 | CBSE Board |
|  |  |  |
| 12th | 2012 | CBSE Board |
|  |  |  |
| Graduation | 2015 | D.U. |

**ORGANIZATIONAL EXPERIENCE**

* Worked with Idea Cellular Ltd. as a Sales Executive from 2013 to 2014.
* 1Year experience with Primero Skills Training Pvt Ltd as a office assistant.

**Key Deliverables**

* Used to maintain the records of trainers & trainees
* Used to keep a track of all the trainees and trainers
* Used to manage the calls
* Used to handle the customers
* Used to solve query of customers related with their mobile numbers
* Used to handle prepaid and postpaid accounts

**STRENGTHS:**

* Flexibility
* Leadership
* Punctuality
* Negotiating
* Responsible & Quick Learner
* Team Worker
* Positive Attitude
* Self Motivated

**STRENGTHS:**

I consider myself familiar with above mentioned Aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true the best of my knowledge.\

Date: -

Signature….

**(Priya)**