**Naincy Aslia**

**Email**: **aslianaincy23@gmail.com**

**Contact**: +91-7015252165

**Location**: Noida

***OBJECTIVE***

Seeking an opportunity where I can use my excellent “Associate- Billing” skills, knowledge and learn new things.

***PROFILE SUMMARY***

* Working as a Sr. Analyst in VCare Call Centres India Pvt. Ltd. In payment posting since last Jan 2021.
* Worked as Associat billing in EMDs Noida for 14 months.
* Worked as a Analyst in CYfuture in Chat process for one year.

***TECHNICAL***

* **Operating Systems:** Windows 7, Windows 8.1, Windows 10.
* **Desktop Application**: Microsoft Outlook, MS Excel, MS PowerPoint.
* **Remote Application**: Team Viewer & Go to meeting.

***EDUCATION***

| **Examination** | **Institute** | **Board/University** | **Year of Passing** |
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|  |  |  |  |
| B. Com | MAHARSHI DAYANAND UNIVERSITY, ROHTAK | MDU | 2015 |
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|  |  |  |  |
| Intermediate | SHIKSHA BHARTI SCHOOL | CBSE | 2012 |
|  |  |  |  |
| High School | SH PAUL BHARTI HIGH SCHOOL | CBSE | 2010 |
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***Personal Traits***

* Good at managing time.
* High ethical standards.
* Very Challenging and goal –oriented.
* Able to perform under pressure.
* Able to handle any kind of situations.
* Able to work alone.

***Achievement***

* Appreciated for maintaining smooth work flow.

| ***PERSONAL INFORMATION*** |  |  |
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| **Name** | : | Naincy Aslia |
| **Father's name** | : | Surender Kumar |
| **Gender** | : | Female |
| **Date of Birth** | : | 7th August, 1995 |

**Marital Status :** Single

| **Nationality** | : | Indian |
| --- | --- | --- |
| **Languages known** | : | English and Hindi |

***DECLARATION***

I hereby declare that the above information is true to the best of my knowledge and no misinterpretation is done.

**Place:** Noida Naincy Aslia

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