

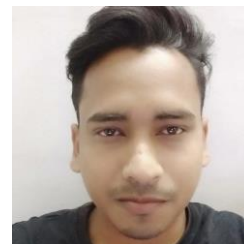
AMARJEET SINGH

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Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

Media Today Pvt Ltd

10/07/2018 -

Data Entry Operator

10/07/2019

- Chat process (Email, SMS, WhatsApp, Tele calling etc.)
- Handling customer data and queries
- Typing MS Word etc.

Greenshogo India Pvt Ltd

23/09/2019 -

Customer Care Executive

31/03/2020

- Work on CRM and Sell company's products by Tele calling.
- Handling customers queries.
- Follow up the lead generations.
- Plan work schedules and weekly and monthly timetables with the area sales team or discuss future targets with the area team manager.

Fantasy Power 11

07/12/2020 -

Backend Executive

- Maintaining Data on the daily basis.
- Check the transactions and clear the withdrawal of Bank and Paytm.
- Handling customer queries.
- Chat support and customer support.

Education

2014

Govt. Boys Ser. Sec. School

10th

70%

2016

Govt. Boys Ser. Sec. School

12th

56%

2020

SOL, Delhi University

Bachelor of Commerce (B. Com)

First Division

Skills

- Work hard to bring value additions & believe in quality working.
- Ability to work under stress situation & face challenges.
- Adaptive & quick learning capability.
- Good Communication Skills and other technical skills.
- ADCA Diploma
- MS Excel, MS Word, PowerPoint and internet.

Personal Details

Date of Birth : 07/04/1996

Marital Status : Single

Nationality : Indian