

## Objective

I'm an organized and dependable candidate successful at managing multiple priorities with a positive attitude, willingness to take on added responsibility to meet team goals, to seek and maintain full time position that offers professional challenges utilizing interpersonal skills , excellent time management and problem solving skills, hardworking and passionate towards the job seeking opportunities ready to help team for completing goals.

## Experience

- **Omega Healthcare Center**  
ACCOUNT RECEIVABLE ASSOCIATE (AR)  
Ability To understand And Take Action Regarding The Concept To The Representative And Also Had Organizational Skills  
  
And Attention To Detail , Ability To Work Independently And In A Fast Paced Environment And Also The Ability For  
  
Monitoring And Managing The Day To Day Activities And Follow Up To The Customers

**19/05/2022 - 27/01/2023**
- **Allsec Technologies Limited**  
CUSTOMER CARE EXECUTIVE (CCE)  
Provide Company Information And Policies To Customers Upon Inquiry And Answered Questions Via Phone , Email,  
  
Or Online Chats Informed Customers Of Upcoming Promotion And Deals To Boost Sales, Handlee Customer Inquiries  
  
And Suggestions Courteously And Professionally, Answered Constant Flow Of Customer Calls With Minimal Wait Times,  
  
Actively Listened To Customers , Handled Concerns Quickly And Escalated Major Issues To Supervisor.

**02/08/2020 - 03/03/2021**

## Education

- **Goodwill Christian College For Women**  
Bachelor In Commerce (Bcom)

**05/09/2020**
- **St Charles Pu College For women**  
Puc University +1, +2

**05/05/2017**
- **St Joseph's Convent Girls High School**  
Secondary Board Of Education

**02/04/2015**

## Skills

- Self- motivated
- Team building
- Interpersonal communication
- Dependable & responsible
- Excellent communication
- Planning & co-ordination

## Language

- English
- Hindi

## Interests

- Music
- Travelling

## Personal Details

- Date of Birth : 30/05/2000
- Marital Status : Married
- Nationality : Indian

