

Educational Background

- Jamia Millia Government College
Intermediate
- Reads School
O Levels

Skills and Proficiencies

Communication, Collaboration,
Active Listening, Client Relations

Project Scheduling, Sales Support,
Business Development, MS Excel

Time Management, Digital
Marketing, Team Coordination,
Problem Solving

Workshops and Courses

- Fundamentals of Digital Marketing
(Google Digital Garage)
- Power BI (Beginner)
(self thought)

Professional Summary

Proactive and detail-oriented professional with experience in customer engagement and project coordination. Skilled in communication, time management, and digital marketing. Passionate about learning new technologies and delivering results in fast-paced environments.

Work Experience

- **Upscale Degi**
upseller

Coordinated meetings between clients and representatives, improving engagement. Managed client follow-ups, strengthening relationships and trust. Provided administrative support to streamline team operations and enhance efficiency.

- **TCS Pvt Ltd**
Customer Handling Representative
2021 - 2022

Managed customer inquiries, ensuring quick and accurate responses. Resolved shipment and order issues with tailored solutions, maintaining accurate service records for improved efficiency.