

# Meenakshi Gupta

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7018857192

## SUMMARY

Works with leadership on development of team charter, goals and team expectations.  
Customer service: Respond to incoming calls and online inquiries regarding account issues, Product questions, and order tracking. Responsible for quickly familiarization with new client offerings to provide service for multiple product and brand accounts over three years of employment .

## PROFESSIONAL SKILLS

Strong team-building skills, Able to effectively assess operational inefficiencies, Exceptionally talented at devising appropriate goals, Good knowledge of measurable task, Competent at social oral and written communication, Excellent goal tracking and report writing.

## EDUCATION

SCHOOL/ COLLEGE	QUALIFICATION	PASSING YEAR
P.U. CHANDIGARH	M.A. IN GEO.	2014-16
P.U. CHANDIGARH	B.A.	2012
CBSE H.P.	HIGH SCHOOL	2009

## EMPLOYMENT HISTORY

KNACK GLOBAL KPO PVT LTD	
JOB TITLE	DURATION
CCE INTERNATIONAL	JAN 2016 TO AUG 2016

AMEYA SHIPPING PVT LTD	
JOB TITLE	DURATION
COUNSELOR, TEAM LEADER	OCT 2016 TO FEB 2018

## RISHI COMPUTECH

JOB TITLE	DURATION
SALES MANAGER	MARCH 2018 TO DEC 2019
UDDANDA ACADEMY	JAN 2020 TO STILL WORKING

## HOBBIES AND INTEREST

Surfing Internet, Reading Novels , Active In Social Network.

## PERSONAL DETAILS

Meenakshi Gupta  
D/O- Sh. Shyamlal Gupta  
Date Of Birth:11-07-1992  
Sex:Female  
Nationality: Indian  
Marital Status: Single  
Languages Known: Hindi, English

DATE.....

PLACE.....

SIGN.....