

RITIKA TIWARI

REPRESENTATIVE IN
CLEARANCE
DEPARTMENT

PHONE | (+91) 9131536513
EMAIL | ritika.tiwari0597@gmail.com
LOCATION | Gurugram, INDIA
EXPERIENCE | 2 Years 0 Month

Key Skills

- Ms Office
- Backend
- Data Entry
- Email
- Computer Operating
- Ms World
- Data Entry Operation
- Customer Service
- Hr Operations
- Back Office Operations

Languages

- English

Work Experience

Representative in clearance department

IBM

09/2022 - Present

Internship

Life Insurance Corporation (LIC), 91 Days

Education

MBA/PGDM - Finance

2022

LNCT college bhopal

B.Com - Commerce

2021

LNCT College

Projects

customer support

59 Days

Made presentation on best practices for customer support, Awareness of policies purpose for buying an insurance policy way to pay the premium