

RESUME

Kashish

C-42A Hastal Vihar

Uttam Nagar , New Delhi -110059

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CAREER OBJECTIVE

To become a part of the team where I can give practical shape to my knowledge, I want to grow with the organization I believe nothing is impossible for a person who has definite goals and objectives to achieve those goals.

PROFILE

- Confident, time management capability.
- Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.
- Can work efficiently in a group as well as an individual.
- Conceptually strong with an innovative, detail-oriented and analytical approach to the work.

WORK EXPERIENCE

Ask Techsoft Care Pvt. Ltd. – Operations Exexutive **27 Nov. 2023 - Present**

Responsibilities:

- Update Daily Reports in Excel.
- Managed data collection, validation, and reporting processes to ensure accuracy and timeliness of reports.
- Handling IVR & Tawk.to chats
- Ensured accuracy and integrity of data in databases and systems.
- Data entry on daily basis in MS Excel
- Created reports in Excel that utilized Pivot table, Lookup, etc.
- Good command over Vlookup & Hlookup.
- Regular basis task follow ups from Subordinates & Superiors
- Task delegation.

EDUCATION & CERTIFICATION

- Advanced Excel from SkillCourse E-Learning Platform by Learn More PRO
- Pursuing Data Analyst Course from SkillCourse E-Learning Platform by Learn More PRO
- Also Pursuing Bachelor Of Commerce from Miranda House College (NCWEB)
- 12th From CBSE Board in Delhi 2021-2022
- 10th From CBSE Board in Delhi. 2019-2020

IT SKILLS

- Advance Excel.
- MIS Reporting / Dashboard etc.
- Pivot Table Development and Management.
- VLOOKUP and HLOOKUP formula development.
- Macro
- Google Sheets
- PowerPoint

HOBBIES

- Watching movies.
- Listening & Singing songs
- Cooking
- Travelling

PERSONAL DETAILS

Father's Name : Dinesh Chand
Date of Birth : 15-09-2004
Gender : Female
Marital Status : Unmarried
Nationality : Indian
Language : Hindi & English

DECLARATION

I do hereby declare that the credentials furnished above are true to the best of my knowledge and belief.

Date:

Place: New Delhi

KASHISH