

Komal Shah

Sukhrali sector 17 Gurugram Haryana
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Objective

Dedicated and results-driven professional with a diverse background and extensive experience in logistics and Customer support services. Seeking a stimulating WFH that leverages my skills in Computer Proficiency, Communication, and Multitasking.

Experience

- **Bigship Technologies Pvt. Ltd. DEHRADUN (Logistic)** 19 June 23 - 28 Dec 23
Client relations associate
 - Proactively addressed client inquiries and concerns through effective email communication, consistently managing a daily workload of 200-300 emails.
 - Established and maintained positive client relationships, ensuring satisfaction and loyalty.
- **UIDAI (Aadhar seva kendra) DEHRADUN** October 2019 - December 2020
Computer operator
Data entry, customer handling
- **A-ONE INDUSTRY (DEHRADUN)** March 2015 - June 2019
Office admin
Handling basic office tasks such as filing, delivering and receiving emails, phone calls and data entry.
- **Seema Jewellers (Uttarkashi)** 2010 - 2015
Receptionist
Handling clients

Education

- **National Skill Training Institute**
One year Craft Instructor Training
- **Maharishi Vidhya Mandir Uttarkashi**
Intermediate
- **Kendriya Vidyalaya Uttarkashi**
High School

Skills

- Sound knowledge and fluency in basic computer.
- Ability to handle multiple tasks and work under pressure.
- Good communication skills.
- Task-oriented person

Languages

- HINDI
- ENGLISH