

- Ensure adherence and compliance to regulatory requirements while processing any work both in terms of documentation and regulations.
 - Accountable for the service and for building relationships with all the clients within the portfolio. Handling review service performance with clients and generates ways to continuously improve service delivery and maintain standards.
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ACHIVEMENTS:

I got 4 appreciation certificate in company rewards & recognition.

TECHNICAL / SOFTWARE PROFICIENCY

- MS Office, MS Outlook, Google Docs, Windows XP, Windows 7, Windows 8, Windows 10.
- Office Applications

ACADEMIC CREDENTIALS

Bachelor of hotel management
(Amity university)

CERTIFICATIONS

Customer service representative in international process.

PERSONAL DETAILS

Date of Birth : 21ST August 1997
Language Known : English & Hindi

Declaration-

I hereby acknowledge & authenticate, every bit of information mentioned in this document is true to the best of my knowledge and belief.

Date:

Place: Gurgaon