

Rishima Jaiswal

Ambikapur

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Objective

I wish to join an industry/firm that enables me to efficiently use my creative skills and grows as a dynamic personality by constant learning, hard work and dedication by taking up challenging opportunities to build my career.

Experience

- HDFC Bank** 05/2022 - 07/2022
Telecaller
- Cultfit company** 10/2022 - 02/2024
Customer service associate
- Birla Open Minds International School Ambikapur** 02/2024 -
Admission Counsellor / Office Admin
Currently working

Education

- Bachelors in Science (B.Sc) from Rajiv Gandhi Govt. PG College, Ambikapur with 68%
- 12th (Senior Secondary) CBSE maths stream from Carmel School, Ambikapur with 80%
- 10th (Secondary) CBSE from Carmel School, Ambikapur with 75%

Skills

- Customer service management
- Problem solving
- Team work
- Patience
- Communication skills
- Lead management
- Leadership
- Interpersonal communication

Interests

- Fond of exploring new things
- Traveling
- Cooking

Roles And Responsibilities

- Excellent multitasking skills and ability to prioritize tasks.
- Ability to maintain high level of professionalism.
- Perform personality analysis tests
- Relationship management

Languages

- English & Hindi

Personal Details

- Date of Birth : 13/10/2002
- Marital Status : Single
- Nationality : Indian
- Gender : Female

Declaration

- I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.