

RINKI SHARMA

Mobile: +91-9205539314

Email: krrinki090@gmail.com

Address: A-1/16 Madhu Vihar, Uttam Nagar, Delhi 110059.

D.o.B: 05th May-2000

Marital Status: Unmarried



About Me

To obtain successful position in the field of Technical and to thrive at a dynamic Company with a great Culture, where I can learn many new things, grow in my Current skill set & be involved in challenging projects.

Professional Experience

June 2020-Present

1. **Company:** Shri Sai Consultant

✓ **Designation:** Front office help desk and Telecaller card collector

Job Location : Tilak Nagar, Delhi- 110018

Roles & Responsibilities

- ❖ Served as a recovery agent in SBI credit card department
- ❖ Knowledge of all debt collection terms and conditions.
- ❖ Proved to be a result oriented person in collection of debts.
- ❖ Gathering feedback, handling concern and trying to resolve issues that customer face.
- ❖ Organizing and managing business and/or personal appointments and maintaining calendar.
- ❖ Ensuring visitor management, following complaint trackers, Emails along with updating maintenance management system.
- ❖ Gathering feedback, handling concerns and trying to resolve issues that customer face.

Education

2021-Appearing

- ❖ B.A.- SOL University of Delhi 2017
- ❖ Intermediate (12th): Bihar Board 2015
- ❖ HighSchool(10th): Bihar Board

IT Skill

- ❖ Excel

Jul 2019 - Aug 2020

2. **Company:** Nidhi Hyndai

✓ **Designation:** Front Office Care

Job Location: Nidhi Hyndai Sasaram Patna Bihar-082115.

Declaration

"I here by declare that the above particular of facts and information stated are true, correct and complete.

Date:

Signature: