

**Roshni Yadav**  
**8287395080**  
**roshniyadav082001@gmail.com**

## OBJECTIVE

1 year of experience in calling and 1 year as a receptionist

## SKILLS

**Good communication skills Client handling Clients call handling Team work Problem resolving  
Good listening and speaking Collaboration talent Basic computer**

## EXPERIENCE

<b>Oct 2022 - Nov 2023</b> <b>Senior counselor</b>	<b>Tele counselor</b> Client handling Call handling client relation
<b>Nov 2023 - Nov 2024</b> <b>Reception handling</b>	<b>Receptionist</b> Reception handling Client handling Client data handling Good relation with clients

## EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
12 paas	CBSE board	65%	2022
graduation	Delhi university		Pursuing

## ADDITIONAL PERSONAL INFO

Address	Mayur Vihar phase 3
Languages	Hindi Basic English
Date of Birth	18/3/2004
Marital status	Single
Nationality	Indian
Religion	Hindu
Gender	Female