

## RESUME

**AARTI GAHLOT**

**HOUSE NO. BLOCK-29/295**

**TRILOKPURI**

**NEW DELHI-110091**

**Mob.NO.9871797586**

**Email ID:aartigahlot7@gmail.com**

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### CAREER OBJECTIVE

A positive thinking and hardworking individual determined to reach to my full potential .I want to apply my knowledge and skills to the benefit my prospective employer in a suitable role

### SPECIAL SKILLS:

- Strong interpersonal and communication skills
- Can-do attitude and ability to think outside the box
- Good time management skills
- Knowledge of customer services practices

### EDUCATIONAL QUALIFICATION:

- 10+2 passed from CBSE.
- 10<sup>th</sup> passed from CBSE.

### EXPERIENCE

- Worked as Recovery Agent for Axis Bank.
- Make Outbound calls to retrieve Bank Money.
- Try to achieve targets set by the Bank parameters.
- Worked as Sales Manager in Dhan Laxmi Associate.
- Manage both Outbound and Inbound calls from the clients.
- Try to find the best Deals for the Clients according to their needs.
- Managing Marketing promotions through Facebook and other social media platforms.
- Try to maintain a positive relationship with the client.
- Handle every task related to Data Entry in both the jobs.
- Guided new joiners and make them understand how's the company works.

## **SKILLS**

- Complete knowledge of Ms Office ( Ms-word, Ms-Excel , Powerpoint)
- Good Typing Skills.
- Good Communication skills
- Leadership skills
- Can Do better attitude
- Punctual
- Can perform Data Entry function
- Positive Outlook

## **PERSONAL DETAILS**

- Father's Name - Shri Suresh Kumar
- Gender - Female
- Language known - Hindi &English
- Hobbies - Traveling, Spending quality time with my family.

## **DECLARATION**

I do here by confirm that the information given in this form is true to do the best of my knowledge .

(AARTI GAHLOT)