

CURRICULUM VITAE

Monika

Contact No.: 8700430170

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ACADEMIC QUALIFICATION

- ■ M.A (Political Science) From IGNOU(2022)
- ■ Graduated from P.G DAV College, Delhi University.
- ■ 12th passed from HBSE Board in 2017
- ■ 10th passed from HBSE Board in 2015

COMMUNICATION SKILLS

- ■ English and Hindi.

WORK EXPERIENCE

- ■ Having experience of Tata Croma as customer service specialist (15-01-2021-25-07-2022)

Key Responsibilities:

- ■ Solved customer query.
- ■ Explain about the featured about product,
- ■ Handled the cashiering department.
- ■ worked on Customer service Request through CRM .

Study Smart Overseas Education (October 2022 to till working)

Key Responsibilities:

- ■ Counsel the student for study Abroad and IELTS As well
- ■ Mainly I expert in U.K and Canada.
- ■ Assist the student throughout whole Process.
- ■ Shortlisting to Visa Process

PROFESSIONAL QUALIFICATION

- ■ **Basic Knowledge of Computer.**

PERSONAL INFORMATION

- ■ Name : Monika
- ■ Father's Name : Mr Suresh Chand Sharma
- ■ Mother's Name : Mrs Shashi Sharma
- ■ Marital Status : Unmarried
- ■ Gender : Female
- ■ Nationality : Indian
- ■ Date Of Birth : 28.12.2000
- ■ Address : Sec-37 (Faridabad)

Declaration:

I hereby declare that all the statement made in this format are true and correct to the best of my knowledge and belief.

Date:

(Monika)