
Tanvi Jain

3993 street no 17 ajeet nagar ,dharampura east delhi 110031
9289178434 | jaintannu319@gmail.com

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

14.07.2022 -
20.02.2024

- **Telesales Executive**
Fundtrendz India Pvt. Ltd.
 - Taking inbound calls from existing and prospective customers.
 - Making outbound calls to develop sales to new and existing customers.
 - Process sales in an accurate manner.
 - Keeping records of calls and sales.
 - Achieving key income targets.

EDUCATION

2017

- **Guru Nanak Senior Secondary School (C.B.S.E.)**
Higher secondary school
5 CGPA

2020

- **Guru Nanak Senior Secondary School (C.B.S.E.)**
Senior Secondary School
6 CGPA
- **Delhi University School of Open Learning**
Bachelor's of Arts
Pursing

SKILLS

- Computer skills : MS Word and MS Excel
- Interpersonal skills : Have excellent written and verbal skills Time management

LANGUAGES

- English
- Hindi