

# Shiva Malik

Gurgaon, India

+91-7278026000 · [malikshiva268@gmail.com](mailto:malikshiva268@gmail.com)

## Skills

Ability to Work in a Team

Communication Skills

Customer Satisfaction

Microsoft Office

Motivated Attitude

Hindi

## Hobbies

Movies

Travelling

Computer Gaming

Basketball

## Languages

Hindi

English

Haryanvi

## Profile

Enthusiastic and motivated student with a strong interest in pursuing a career in customer service. A quick learner with a commitment to meaningful customer interactions. Eager to apply my commitment to customer satisfaction and effective communication in an academic environment.

## Education

**Senior Secondary Education(Arts), IPS Sr Sec School, Rohtak, Haryana**

May 2021 – July 2022

- 60% in 12th Class in Arts with Economics.

## References

Ashish Mehta from PM International AG

8168198954 · [ASHISH.MEHTA7585@GMAIL.COM](mailto:ASHISH.MEHTA7585@GMAIL.COM)

Mahesh Gupta from DTDC Express Ltd

9812482283

## Courses

**Advance Computer Software Examination, Lal Bahadur Shastri  
Computer Institute**

January 2023 – March 2023