

KOMAL SHAH

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☎ 9897117213

📍 Sukhrali sec 17

🚀 SKILLS

Sound knowledge and fluency in basic computer.

Ability to handle multiple task and work under pressure.

Good communication skills.

Task oriented person

🗣️ LANGUAGES

HINDI

ENGLISH

🎯 OBJECTIVE

Dedicated and results-driven professional with a diverse background in mechanical engineering and extensive experience in logistics and Customer support services. Seeking a challenging position that leverages my skills in computer knowledge, communication, and multitasking.

📁 EXPERIENCE

Client relations associate 19 june 23 - 28 dec 23
Bigship Technologies Pvt. Ltd. DEHRADUN (Logistic)

- Proactively addressed client inquiries and concerns through effective email communication, consistently managing a daily workload of 200-300 emails.
- Established and maintained positive client relationships, ensuring satisfaction and loyalty.

Computer operator October 2019 - December 2020
UIDAI (Aadhar seva kendra) DEHRADUN
Data entry, customer handling

Office admin March 2015 - June 2019
A-ONE INDUSTRY (DEHRADUN)
Handling basic office task such as filing, delivering and receiving emails, phone calls and data entry.

🎓 EDUCATION

One year Craft Instructor Training
National skill Training Institute

Three years Diploma in Mechanical Engineering
Uttarakhand board of Technical Education

Intermediate
Maharishi vidhya mandir Uttarkashi

High School
Kendriya Vidhyalaya Uttarkashi