

HARSH RATHI

8595100019 · Harshrathi156@gmail.com ·

N-33 Laxmi Nagar , New Delhi

PROFILE

Committed to utilizing my skills to further the mission of a company. Proven ability to establish and maintain excellent communication and relationships with clients. Hardworking, and ready to join my next team. Dedicated to identifying customer needs and delivering effective solutions to all problems. Adept in making key decisions and working with other professionals to achieve goals and solve problems.

KEY COMPETENCIES

Ability to Work in a Team

Ability to Work Under Pressure

Microsoft Excel

Report writing and presenting

Critical thinking skills

Excellent communication skills

Strong interpersonal skills

Proactive and self-motivated

Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Paytm

JAN 2021 - JULY 2021

Customer Support

1. Solve the customer problems like there patym app is not working or any fault transaction is there.
2. Miss use of any patym app
3. Upi payment stuck through paytm app
4. Cashback related Quires

BlackBoard Education and Research Foundation

JUNE 2022 - APRIL 2024

Education Counsellor

1. Worked with a team to research and develop new learning material for students.
 2. Provided advice and education on qater safety and quality.
 3. Provided ongoing client education and recommended various materials to assist the client in their rehabilitation goals.
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EDUCATION & CERTIFICATIONS

Bachelor of Business Administration

General

JB Knowledge Park College, Faridabad

NIOS

12th

HOBBIES

BADMINTON

National Player in Badminton

Travelling

Love to explore new places