

SHWETA CHAUDHARI

📞 +91 9621608584

✉ shwetachaudhari1999@gmail.com

📍 Mamura Sec-66, Noida, 201301

CAREER OBJECTIVE:

Highly effective management professional emphasizing innovation and creativity in solving complex problems. Energetic and results-focused with success in developing and learning diverse terms to achieve outstanding results.

WORK EXPERIENCE:

- I am worked as a CRM (Customer Relationship Management) at **Cogent E Services Limited** for duration Oct 2022 – April 2023.
 - Enhance business operations.
 - Improve customer relations.
 - Customer service.
 - Monitoring & Optimizations.
 - Integration.
- Tech Mahindra as a CRM (Customer Relationship Management) at **Tech Mahindra Pvt. Ltd** for duration June 2023 – March 2024.
 - The operation it to involves handling function, data, and other components.
 - Backend operations supplement the client facing side of any business.
 - Data entry activity.
 - Offering administrative supports.
 - Taking calls.
 - Producing reports and presentations.

SKILLS:

- MS Office
- Working on windows 10
- Team work

CERTIFICATION:

- CCC Passed with 'B' grade from NIELIT
- Advance Excel from MVTI Noida Sector-66

EDUCATION:

- High School From UP Board.
- Intermediate (PCB) From UP Board
- Diploma Passed in Computer science & Engineering From BTEUP Board
- BA Passed from Allahabad State University.
- MA Pursuing from Allahabad State University.

PERSONAL DETAILS:

- DOB : 01-Feb-1999
- Father Name : Buddha Bhagwan
- Marital Status : Unmarried
- Gender : Female
- Nationality : Indian
- Language : English, Hindi
- Hobbies : Talking with father and traveling
- Address : Kathari, Aurai, Bhadohi, Uttar Pradesh

Date:

SHWETA CHAUDHARI

Place: