

# SANJAY CHOUHAN

CUSTOMER CARE EXECUTIVE

---

e: sanjaychouhan.1010@gmail.com

m: 9971092445 /9891994089

a: Delhi

---

## WORK EXPERIENCE

### Customer care executive

SPPL

Delhi, Sep 2019 – Feb 2022

Budgeted by enforcing cost-cutting measures. Acknowledged long-standing issues like employee workplace requirements filling. Developed spreadsheet to analyze and report on the sales data. Forged and cultivated productive relationships with community members.

### Customer care executive

Dyanora LED

Delhi, May 2022 – Present

Coordinated with members of different departments to achieve results.

---

## EDUCATION

### Art

12th

CBSC Board

Delhi, Mar 2004 – Mar 2005

Worked on the project which aimed at collecting statistical data for Automotive companies at New Delhi. Working as an intern in ABC.co by achieving the Co-op program provided by the institute. Bright academic records with a clear understanding of the concept and implementation.

### BA

Pursuing graduation

IGNOU

Delhi, Sep 2021 – Present

I am in 2nd year . IGNOU

---

## PROJECTS

### Customer care executive

Sep 2019 – Present

Band promotion and increase brand reviews online.



## ABOUT ME

Diligent Operations Executive with 2+ years of experience, seeking a role that offers professional challenges using collaboration skills and problem-solving skills.

---

## SKILLS

Critical thinking

Microsoft office

Creativity

Attention to Detail

---

## LANGUAGES

English

---

## ACHIEVEMENTS

Microsoft Certification

---

## DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

Sanjay Chouhan

9 Mar 2023

