

# Ajeet Singh

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551, DDA Janta flats, pul prahladpur, Delhi 110044

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## Skills

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- SAP
  - MS WORD
  - MS EXCEL
  - MS OFFICE
  - GOOGLE DOCUMENT
  - GOOGLE SHEET
  - TYPING SPEED 60 WPM

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## Experience

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### LENSKART / CUSTOMER SUPPORT REPRESENTATIVE

Feb 2022 - Sep 2022, B1/H3, MOHAN CO-OPERATIVE, Mathura Rd, Industrial Area, Block 110044

- Handal store queries regarding financial, technical, and all other ticket concerns.

### VOLANS / SME

1 YEAR, BSI Business Park Ground Floor H-44, Sector 63, Noida, Uttar Pradesh 20130

- Handle Supervisor calls and share the daily agent report

### VOLANS / CUSTOMER SUPPORT TECHNICAL

1 YEAR, BSI Business Park Ground Floor H-44, Sector 63, Noida, Uttar Pradesh 20130

- Handal call regarding the medical equipment error related.

### ICCS / CUSTOMER SUPPORT REPRESENTATIVE

2018-2021, B-1/G-6, Mohan Co-operative Industrial Area, New Delhi, Delhi 110044

- Hand customers call regarding the power supply, new connection, and billing

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## Education

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### **IGNOU/ B.A.**

2023 - B.A., The Indira Gandhi National Open University (IGNOU)

### **St. Mary's Public School/ 12th class**

2010- 2012, 532, Forest Ln, Block H, Neb Sarai, Sainik Farm, New Delhi, Delhi 110068

### **NP Co-Ed Sr Sec School/10th class**

2006-2008, Aurangzeb Ln, near Lok Kalyan Marg, South Avenue Lane Area, Tughlak Road Area, New Delhi, Delhi 110011