

Neha Sengar

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Objective

I'm final year undergraduate student seeking a position that will allow me to utilise my existing skills and knowledge and as well as gain new skills along with contributing to the growth of the organisation. Hard working and passionate job seeker with strong organisational skills ready to help team achieve company goals. Take problem solving and active listening approach to complete task with accuracy and precision.

Experience

- MOSCO (Rajhans Chemicals and Plastics Industry)** 8/Aug/2023 - 8/Feb/2024
Customer Support Telecaller and Sales Executive
 - > Answered and Solve 30-40+ customer queries daily via inbound calls, emails and live chats
 - > Giving product knowledges to new & existing clients and taking orders from them.
 - > Close daily targeted sales of 10 lacs approx.
 - > Worked with finance teams to process invoices, generating bills, scheduling appointments, track expenses and manage budgetary documentation.

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor in Science (B.Sc) prog	Indira Gandhi National Open University	Pursuing final year B.sc Degree	July 2021 - June 2025 (expected)
Senior Secondary School	Kendriya Vidyalaya, Keshav Puram	78% (Science Stream - Medical With Maths)	2020 - 2021
Secondary School	R P Sarvodaya Kanya Vidyalaya, Rithala	87%	2018 - 2019

Skills

- B2C and B2B Sales
- Advanced Excel
- Ms Office (Word, Excel, Power Point)
- Customer Service Representative
- Documentation and Reporting

Personal Details

- Date of Birth : 30-Nov-2003
- Nationality : Indian
- Gender : Female
- Place : Delhi