

JAGRITI SINGH

Process Executive

EDUCATION

SHYAMA PRASAD VIDYALAYA SCHOOL

[2012 - 2014][Secondary qualification done from CBSE

SHYAMA PRASAD VIDYALAYA SCHOOL

[2014 - 2016]

Higher Secondary qualification done from CBSE Co-leader of School curriculum Activity team, and participated in various athletics event and zonal team]

University of Delhi (Maitreyi College)

[2016-2019]

[B.A (Prog.) Graduate from Delhi University

WORK EXPERIENCE

- **Fly Overseas Manpower Consultants- (2019-2020)**
 - 5 Months worked Experience as Sale Executive
- **KR MANGALAM UNIVERSITY- (2021) Still working.**
 - Starting career with Kr Mangalam University as working process executive where responsibilities is reporting, maintaining data and customer relation management portal, counseling students, taking follow ups, converting leads into sales.
- In these job roles sometimes you also have to visit various schools and career counseling sessions, helping students from various disciplines, solving their query and establish good relationship with students and parents.
- Review incoming applications, verify applicant information and materials, and provide assistance in making final approvals. (Inbound process)



PROFILE

An adaptive and devoted commerce graduate. Having good experience of Tele-communications and service escalation desk. Having the ability to handle external partner and try to develop business with standard protocol.

Curious to know and learn about incremental technologies which are changing customer behavior and financial services, agile transformation for Maintaining growth momentum and building opportunities for career.

Specialties : Proactive, Persisted, Determine, Self- Motivated, Handworker, Learner, Adaptable , Keen learner

CONTACT

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Languages:

Hindi
English

Address

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Badarpur Delhi 110044

INTERESTS

Reading Books
Explore to the Internet
Listening Music

SKILLS

Ability to work under pressure
Decision Making
Time Management & Self Motivated
Always ready to resolve queries and complaints of customers

Technical Skills:

- 1.** Microsoft Excel
- 2.** Microsoft Word
- 3.** Microsoft Power point

DATE

SIGNATURE

Jagriti Singh