

## EDUCATION

### **Bachelor of Business Administration (B.B.A.)**

Amity Business School

2021 - 2024

### **Senior Secondary (XII), Arts**

N.I.O.S board

Year of completion: 2020

### **Secondary (X)**

J.d. Academy

(C.B.S.E board)

Year of completion: 2017

## JOBS

### **Customer Service**

Tech mahindra, Noida

Oct 2022 - Dec 2022

I was appointed to attend customers via chat and resolve their concerns so that they can have satisfaction with the products and services from the organisation.

I learnt there how to convince any person and how to communicate with the customers.

### **Customer Service**

Cogent, Noida

Jun 2020 - Mar 2021

I was appointed as customer service executive of modicare in e-mail department in bpo named cogent which was running many of the processes but due to covid pandemic i was not able to keep doing my job, So i learnt video editing after leaving the job.

## INTERNSHIPS

### **HR Intern**

Phoenix Infomedia, Noida

Apr 2023 - Jun 2023

I was responsible for performing recruitment as our clients needs to be done. I was using major recruitment platforms like : Naukri, Workindia, Internshala, LinkedIn.

## SKILLS

### **Video Editing**

Intermediate

### **Adobe Premiere Pro**

Intermediate

### **Video Making**

Beginner

### **Adobe After Effects**

Beginner

-  
**MS-Word**

Intermediate

**MS-Office**

Intermediate

-  
**MS-Excel**

Intermediate