

DOLLY CHAUDHARY

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Career Objective

Self-motivated and hardworking fresher seeking an opportunity to work in a challenging environment to prove my skills and utilize my knowledge & intelligence in the growth of the organization.

Key Skills

Advance Excel, Communication skills, professional skill

Strengths

- Excellent communication skills.
- Ability to grasp new skills quickly.
- Hard-working.
- Excellent knowledge of Core subjects.

Academic Qualification

- GNIIT Software engineering from NIIT
- Pursuing Bachelor of Computer Applications
- 12th with PCB 76% in 2018.
- 10th CBSE board with 80% in 2016

Achievements

- Secured first position in football internal school competition.
- Won prizes in debate and painting competitions.

Extra-Curricular Activities

- Participated in various sports events.
- Participated in Annual Sports Day at school.
- Participated in various cultural events in School and Colleges.

WORKING EXPERIENCE

Currently working in Webhelp for the UK process.

Worked as representative in Tech Mahindra for the US process.

Worked as an advisor in Concentrix IBM Daksh Pvt. Ltd For US process.

JOB RESPONSIBILITIES

- Educated clients on the program as well as navigation of the website.
- Assisted customers in navigating the company's website and placing orders online and troubleshooting any technical issues.
- Initiated investigation of order entry errors, damaged product, and return discrepancies, working closely.
- Help customer's issues related to payments and investigate the issues about fraud.

Hobbies

- Football
- Reading books
- Socializing
- Web Searching.

Personal Details

Date of Birth: 04 January 2001

Address: Flat no.-233, third floor, Netaji Subhash Apartment pocket-1, phase-2
Dwarka Sector-13, New Delhi 110078

Languages known: Hindi and English.

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."