

NEHA JAISWAL

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PROFESSIONAL SUMMARY

- Individual having experience of over a year in marketing and counseling.
- More than one and half year in Customer support representative. (voice process)

SKILLS

- Time Management
- Problem Solving
- Communication
- Leadership
- Punctuality

WORK HISTORY

Aug 2019 - Feb 2020
Ahmadabad , Gujarat

Customer Service Representative / Informatic Solutions Pvt Ltd.

- Working for US health insurance company, it's a voice process . We use to call facilities (hospitals) to convince them to release the records of patients (who applied for an insurance policy), so that we can help out an insurance company to release the lift insurance policy.

Jun 2018 - Jul 2019
Ahmadabad , Gujarat

Customer Service Representative / Advantmed LLP.

- Working for US health insurance company, it's a voice process . We use to call facilities (hospitals) to convince them to release the records of patients (who applied for an insurance policy), so that we can help out an insurance company to release the lift insurance policy.

Jan 2018 - May 2018
Ahmedabad, Gujarat

Senior Admissions Counselor (Trainer) / Brainy And Aloha Institution

- Handling the Marketing and Counseling.
- Making calls to invite the students and their parents to make them understand about the course and campaigning to different schools and institutions for various courses.
- Assisting them from visiting until the process of joining.
- Handling end to end Enrollment process.

May 2017 - Dec 2017
Ahmedabad, Gujarat

Counselor / United World School Of Business

- Handling end to end Enrollment process.

EDUCATION

Jun 2013
Ahmedabad, Gujarat

Bsc. Microbiology in Study of Microorganisms
Rai University

Jun 2015
Ahmedabad, Gujarat

Diploma in Aviation, Hospitality And Travel Management
Frankfinn Institution