



Mrs. Diksha Bhej,
Shri Kamlapati Nivas,
Near Shakurulla Dargah,
J. P Road, Dev Wadi,
Versova, Andheri (W),
Mumbai-400061.

Email ID- chitrodadiksha14@gmail.com

Contact No- 9769375306

OBJECTIVE

Seeking for an opportunity in Operations, where my true potential can be utilized and thus create scope for my professional and personal growth.

EXPERIENCE

- Working with Supreme Offshore Construction & Technical Services as a Document Controller from March 2020 Till now.
- Worked with Digital Academy 360 as an Education counsellor from April 2019 till Oct 2019.
- Worked with Adaa Traders Pvt Ltd. As a Sales associate from August 2017 till September 2018.
- Worked with MoreVisas Immigration Services as a Visa Consultant from June 2015 till July 2017.

JOB DETAILS

■ **Working with Supreme Offshore Construction & Technical Services as a Document Controller (March 2020 till now).**

■ **Roles and Responsibilities: -**

- Copy, scan and store documents.
- Manage the flow of documentation within the organization.
- File documents in physical and digital records.
- Maintain confidentiality around sensitive information and terms of agreement.
- Review and update technical documents.

■ Worked with Digital Academy 360. As an Education Counsellor (April 2019 TO November 2019).

■ Roles and Responsibilities: -

- Counsel the students regarding Courses.
- Identify the need of the student and counsel them.
- Maintaining good relationship with students/parents.
- Keep track of the students and provide certificate after completion of course.

■ Worked with Adaa Traders Pvt. Ltd. As a Sales Associate. (August 2017 Till September 2018.)

■ Roles and Responsibilities

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Increasing in store sales.
- Cross-selling products to increase purchase amounts.

■ Worked with MoreVisas Immigration Services Pvt. Ltd. As a Visa Consultant (June 2015 Till July 2017).

■ Roles and responsibilities

- Establishing a relationship of trust and respect with clients.
- Encouraging clients to talk about issues they feel they cannot normally share with others.
- Helping clients to make decisions and choices regarding possible ways forward.
- Referring clients to other sources of help, as appropriate.
- Working to agreed targets in relation to client contact.
- Accepting without bias the issues raised by clients.

TECHNICAL SKILLS

- ★ Microsoft Office
- ★ CRM
- ★ Rapport Building
- ★ Negotiation Skills
- ★ Closing
- ★ Pitch Delivery

- ★ Bilingual
- ★ Goal Oriented

ACADEMICS

- ★ Passed Secondary School Certificate (S.S.C.) from Maharashtra Board in the year March 2010 with first class
- ★ Passed Higher Secondary Certificate (H.S.C.) from Mumbai Board in the year March 2012 with First class in Commerce Faculty.
- ★ Passed Bachelor of Commerce (B.Com.) from Mumbai University in the year March 2015 with Second class in Commerce Faculty.

PERSONAL DETAILS: -

◆ Date of Birth	:	15 th March 1994
◆ Gender	:	Female
◆ Marital Status	:	Married
◆ Languages known:		English, Hindi & Gujarati.
◆ Nationality	:	Indian
◆ Pin code	:	400 061
◆ Contact No	:	9769375306

Date:

Place: Mumbai

Thanks and Regards,

Diksha Bhej