**Curriculum Vitae**

# CHETNA

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# PROFILE

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I’m a self-motivated, hardworking. I am good team player and ability to perform in under pressure. I am a quick learner that I can learn the things so quickly as much as I can which can be very beneficial for any organisation. I always interested to learn the new things in any environment which is good or bad teaches me a valuable lesson.

# KEY SKILLS

* **Business Knowledge:** I have professional attitude and good management skills .
* **Client Service:** I always make customers happy and gratify with my good customer service because I always talk to the customers with smiling face and according to their mood.
* **Sales Skills:** Posses good verbal and ability to work and learn in a professional manner in a team environment.
* **Communication:** I am an active listener and speak with confidently as well as good telephone manners.
* **Relationship Building:** I always build the good relation and trust with the customers by my way of talking and customers satisfaction.
* **Team Contribution:** a pro-active role model and valuable team member who fosters an inclusive working environment and supports team members to succeed.
* **Analysing and Problem Solving:** firstly I always identify the problems then get deeply information to solve that with the help of most experience person and my own views.
* **Computer Literate:** Microsoft Office and Internet skills (Explorer and Email)

# PERSONAL ATTRIBUTES

* I am hard worker and always pay attention towards my work.
* I am honest, loyal and punctual.
* Highly motivated – welcomes learning opportunities.
* Results orientated – works diligently towards achieving goals
* Enjoys variety, challenges and increasing responsibilities.
* Builds supportive relationships with all people.

# EDUCATION AND TRAINING

Presently, I am pursuing Diplomain **Business level 7.**

Queens Academic Group (New Zealand).

I have completed **Bachelor of Pharmacy. (India)**

# E X P E R I E N C E

**Organization: Bridge Academy**

**Position: Teacher (primary and secondary students.)**

**PRESENTLY:**

**Organization: Middlemore Retail Pharmacy**

**Position: Customer service**

**Stock management as well as refilling.**

**Organization: PBT logistics warehouse**

**Position: Administrator**

# INTERESTS

* Listen music
* Cooking.

**Job Seeker First Name / CV No: 1714764**

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