**CURRICULUM VITAE**

**HIMANI**

[**HIMANI.346159@2freemail.com**](mailto:HIMANI.346159@2freemail.com)

**CAREER OBJECTIVE**

* To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.
* To reach up at the top position in the service industry by achieving customer’s delightness, senior’s appreciation, honesty, hard work and punctuality.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEVEL** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | **STREAM** | **DIVISION** |
| GRADUATION | 2013 | D.U | B.A | IIND  DIVISION |
| 12TH | 2010 | C.B.S.E | COMMERCE | IST DIVISION |
| 10TH | 2008 | C.B.S.E | ALL | IST DIVISION |

**WORK EXPERIENCE**

* Fourteen Months experience of IBM now CONCENTRIX in an International (Customer support) process (Amazon.com) as practitioner.

* One year experience of John Keells in an International Sales process (Telstra) as Senior associate.
* Eight months experience of Webhelp India in an International (Customer support) process (EE) as Customer service advisor.

**PERSONAL SKILLS**

* Problem solving skills
* Strong customer service skills
* Self-motivation and ability to take the initiative
* Ability to work well under pressure
* Punctuality and time-keeping.
* Able to take on responsibility
* Good organization, with attention to detail
* Quick learner, keen to learn and improve skills

**PERSONAL PROFILE**

Date of Birth 13th September 1993

Language Known Hindi, English

Sex Female

Marital Status Unmarried

Nationality Indian

**DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.