**MANDEEP**

Email- mandeep.381096@2freemail.com

**SUMMARY**

I am prepared to face challenges, ready to assume greater responsibility and able to work in a continuously evolving role and confident in my ability to be an asset to any company. Looking forward to the next efficient role within management of a global company.

**SKILLS**

* Team Ledership
* Strong Communication
* Reporting Proficient
* Multitasking ability
* Regulatory Complience
* MS Office & Internet Proficient

# EXPERIENCE

**Customer Relation Officer** (Jan 2014 – Dec 2014)

JhilmilPvt Ltd.

**Database Management:**Compile & organize data in excel.

**Managing day to day activities:** Interaction with the customers to provide them with information to address inquiries regarding products and services.

**Efficient Customer Service:**Demonstrated strong support to customer by answering their queries efficently.

**Financial Statement Analysis:**Preparing and analyzing various financial statements on weekly/monthly/quarterly basis.

* **ReportingProficency:**Ensured accurate, timely results monthly, quarterly and on year end basis.
* **Deadline Management:**Investigate & resolve discrepancies under tight deadlines.
* **Goal Oriented:**Collaborated with team to meet overall company goals .

**Key Achievements:**

Handling clients queries and request on email and provide required assistance.

Received multiple appreciation emails from the client leadership team.

# EDUCATION& INTERNSHIP

* **Bachelor of Science**

Jaipur University , India - 2015

# WORKSHOP & TRAINING

* **Training in Computer Applications:** MS-Word, Excel, and Presentation of Powerpoint.

# PERSONAL DETAILS

* **Nationality:** Indian
* **Date of birth:** 16th April 1990
* **Sex:** Female
* **Marital Status:** Married
* **Languages:** English, Hindi
* **Visa Status:** On Visit Visa