

CURRICULUM – VITAE



PRIYA

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CAREER OBJECTIVES

I aspire to be a part of an organization that provides me an opportunity to work in a challenging team, oriented environment where I can apply my experience and knowledge to the organization at the same time learn & enhance my skills.

WORK EXPERIENCE

- Worked with Advocate Goswami (Associate) as a Back office Executive, From 10 August 2014 to 20 August 2015.
- Worked in C2C Marketing Private Limited as a Tele-caller & Back office Executive from September 2015 To September 2016.
- Worked in Modi Metal & Allied Industries Private Limited Tele-caller & Office Assistant from October 2016 to July 2018.
- Working in **Capital Solutions** (Mutual Fund) from July 2018 to till.

JOB PROFILE

- Work as a back office executive.
- Work in Invest-well Software.
- Maintain Google Sheet & fill all forms of Mutual Fund.
- Call to clients for SIP investment brief them plan.

ACADEMIC PROFILE

- Graduation from Delhi University Pursuing 3rd Year.
- Intermediate from CBSE Board in 2013.
- High School from CBSE Board in 2011.

PERSONAL SKILLS

- An Enthusiastic person who performs all office tasks to the highest standard and within given timescales.
- Excellent communication skills in written and verbal both.
- Good telephone manner and client interface skills.
- Work effectively in a team, Interacting in new things.

TECHNICAL PROFILE

- Basic computer course from Etasha Society
- MS office.

PERSONAL DETAILS

- Father's Name : Mr. Bharat Kumar
- Mother's name : Mrs. Mamta Devi
- Date of Birth : 15th July, 1994
- Nationality : Indian
- Marital status : Unmarried
- Languages Known : Hindi & English

DECLARATION

I hereby declare that the information's given above are true and best of my knowledge.

Place:

Date:

(Priya)