

RESUME

Namrata Santosh Kakde

Address – Aurangabad, 431003.

Phone – 9764889393

E-Mail – namratakakde023@gmail.com

Resume Summary

I am a young professional who have good interpersonal communication skills and customer service and aiming to join as a customer service representative and grow my career in the BPO industry. Also I have a good typing and verbal communication skills. I can use my skills in customer orientation skills to complete the tasks within time bound manner.

Career Objective

“To join the organisation where I can contribute my skills, talent and knowledge in the growth of organisation”.

Educational Qualifications

- Bachelor Of Science – 2021
Deogiri College, Chh. Sambhajinagar.
Percentage – 70.38 %
- HSC – 2018
Maharashtra State Board.
Percentage – 73.38 %
- SSC – 2016
Maharashtra State Board.
Percentage – 84 %

Work Experience

- Humanity Chemical Pharma – As Lab Assistant
- LIC Insurance Agent
- Home tutor – Class 6th to 10th

Skills

- Exceptional customer service
- Verbal and written communication skills.
- Fluent in English, Marathi, Hindi.
- Understanding customer query and rational decision making.
- Data analysis and problem solving skills.
- Efficient at using tech and computer skills.
- Leadership quality and Team work.
- Adaptive, creative and flexible.
- Honesty, integrity, punctuality, professional demeanour.
- Following all the standards, regulations, policies, and routines of the company.

Interest and Achievements

- National level Archery Champion.
- Cooking, trekking, reading books, playing , dancing.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Aurangabad

Date: 29-05-2024.

Signature

Namrata Santosh Kakde