

AKSHATA DAVE

Address- 6, Dave-Baug, Parleshwar Road, Vile Parle East, Mum:- 400057

Contact No.: +91 9987857484.

DOB: 17/01/1997

To have a dynamic career, that gives me a chance to grow economically and personally by exercising my knowledge and abilities in the best interest in the event-driven scenario.



EXPERIENCE

APRIL 2020 TO DECEMBER 2020.

CUSTOMER SERVICE EXECUTIVE, J.P. MORGAN CHASE BANK.

I worked here as a First point of contact for customers, Assisting them with their Credit Card Details, account, managing the account and payments. Also, to have their account upgraded, or up-selling for better services and benefits provided. Helping customers to know about their bank and card a little more to help them save better and use it to the best.

JANUARY 2019 TO SEPTEMBER 2019.

CUSTOMER SERVICE REPRESENTATIVE, TELEPERFORMANCE PVT LTD.

I worked here as a First point of contact for customers, Assisting them with their Credit Card Details, account, managing the account and payments. Also, to have their account upgraded, or up-selling for better services and benefits provided. Helping customers to know about their bank and card a little more to help them save better and use it to the best.

This is our family firm, I worked as an Asst. Designer to help my uncle with the execution and designing of the sites, and help them with technology and presentations.

JULY 2016 TO DECEMBER 2018

BACK OFFICE ASSISTANT, RUCKUSS TECHNOLOGY PVT. LTD.

NOVEMBER 2015 TO DECEMBER 2017.

ASST. INTERIOR DESIGNER, SONAL ARTS.

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EDUCATION

MAY 2016

DIP. IN INTERIOR DESIGN, S.N.D.T. WOMEN'S UNIVERSITY

69%

FEBRUARY 2014



H.S.C. - SCIENCE, CHAUHAN INSTITUTE OF SCIENCE.

SCIENCE – 54.14%

MARCH 2012

S.S.C., SMT. G. P. P. HIGH SCHOOL

74.18%

SKILLS

<ul style="list-style-type: none">• Microsoft Office..• AutoCAD.	<ul style="list-style-type: none">• Google SketchUp.• Confident, Leadership.• Management and work under pressure.
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ACTIVITIES

Languages: English, Gujarati, Hindi and Marathi.

Well-versed with computer and technology, eager to learn and always available and welcoming to guidance and feedback.

