

CURRICULUM VITAE

Suchitra Parashar

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CAREER OBJECTIVE:-

Aimed to take up a challenging career in a progressive organization that gives me scope to update my knowledge and skills with the latest trends and to be a part of a team that works dynamically towards the growth of the organization.

STRENGTH: -

- Communication
- Analytical Thinking
- Quick Learner

EDUCATIONAL QUALIFICATION:-

ACADEMIC: -

ACADEMIC QUALIFICATION

B.Com Accounts (Hons.) From A.s college, Deoghar Jharkhand (**S.K.M.U**)

12th Commerce From Deoghar college, Deoghar Jharkhand (**J.A.C**)

10th From Sunrise Dwarika academy, Deoghar Jharkhand (**C.B.S.E**)

CERTIFICATION:-

- DCA
- Tally
- Digital Marketing

WORK EXPERIENCE:-

- Currently working as a customer support associate at **Tech Mahindra Limited**.
- Worked as an online content writer for many websites.

SKILLS:-

- Customer Satisfaction
- Customer Support
- Customer Retention
- Cold calling
- Chat Support
- Market Research
- Sales & Marketing
- Google Suite (Sheets, Docs, Slides, Forms etc.)
- MS Office (Excel, Word, PowerPoint etc.)

PERSONAL DETAILS:-

- Father's name: - Jata Shankar Pandey
- Date Of Birth: - 24 July 2001
- Language Known:- English, Hindi

DECLARATION:-

I hereby declare that the information stated above is true and correct to the best of my knowledge

Suchitra Parashar
