

VARSHA
PGDCA, Computer Applications
Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal
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CAREER OBJECTIVE

To work with utmost efficiency in the challenging environment where I can use my knowledge and skills for the success of the organization.

EDUCATIONAL QUALIFICATION

| COURS E/ CLASS | SESSION | UNIVERSITY/ BOARD | INSTITUTE | AGGREGATE |
|----------------------|-----------|---|--|-----------|
| PGDCA | 2017-2018 | Makhanlal Chaturvedi National University of Journalism & Comm, Bhopal | Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal | 65.3 % |
| B.SC(Hons) | 2014-2017 | Amity University Noida | Amity Institute of Forensic Science | 59.9 % |
| XII | 2013-2014 | C.B.S.E. | Sahoday Senior Secondary School, Delhi | 64 % |
| X | 2011-2012 | C.B.S.E. | Sahoday Senior Secondary School, Delhi | 8.2 CGPA |

EXPERIENCE

- Working as Sr. CRM in ElitePro Infra (April 2023 till present)
- Worked as a Team Leader in Prop Maestro (Oct 2022 to April 23)
- Worked as Tele caller in Prop Maestro (Jan 2022 to Oct 2022)
- Worked as Business Development Executive in Epitome Real Estate Services (Jan 2021 to Jan 2022)
- Worked as Associate Sales Executive in Policy Bazaar (Aug 2018 to Sep 2019)

KEY SKILLS

- Post Sales Services
- Account Handling
- Keeping records of Client's Payment
- Client Query Management
- Social Media handling
- Hiring
- Lead Generation
- Quick Learner
- Hard Working
- Multi-Tasking

TRAINING & CERTIFICATION

- Done Professional Training on Python from DUCAT Delhi.
- Internship from Mindgo.tech in Python (27th Nov 2021 - 27th Mar 2022)

COMPUTER PROFICIENCY

| | | |
|--------------------|---|-------------------|
| Operating Systems | : | Microsoft Windows |
| Computer Languages | : | Python and Django |

HOBBIES

- Listening Music
- Zeal to learn new things

PERSONAL DETAILS

| | | |
|-------------------|---|-----------------------------|
| Father's Name | : | Vijay Pal Singh Chauhan |
| Address | : | Aya Nagar, New Delhi 110047 |
| Date of Birth | : | 20 August 1996 |
| Lang. Proficiency | : | Hindi and English |

