

Counselor Position
at Indore R.O.

RESUME

7722944902

KAJAL BAGDI
Prince City MR-10, Indore (M.P.)
Mobile: - 9109881918

CAREER OBJECTIVE:

- To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

EDUCATION QUALIFICATION:

- High School done from Girls High School Agar Malwa.
- Higher Secondary School done from Govt. School Indore.
- B.A. Done from ISBA Collage Indore MP.

COMPUTRE QUALIFICATION

- Basic Knowledge of computer.
- Excel, PowerPoint, Word, English Typing.

WORK EXPERIENCE

- 1 Year of Experience as a Tele Caller in Mahindra First Choice Agar-Malwa. (2018).

RESPONSIBILITIES

- Handling Out bond Calls.
- Resolve the queries of the Customers.
- Keep record of all the Customers.
- Job Card Opening.
- Making Bill.
- Taking Feedback from the Customers after servicing and update them about next service.

ADDITIONAL RESPONSIBILITIES

- Co-ordination with Customers.
- Provide feedback to the Manager about Customer Queries.

SOFTWARE EXPERIENCE

- CRM - It is for opening the job card for Customer's car servicing etc.

SKILL SUMMARY

- Communication Skill.
- Hard work.
- Self-Motivated