

VEDIKA AGARWAL



SUMMARY

To make a positive contribution as part of a dynamic and well-reputed organization. Bringing sound business acumen coupled with technical, management, decision making, and communication skills.

CONTACT DETAILS

Mobile: (+91) 7518225615

Address: H.No-93/2 Pasrat Kumar
Gali Jhansi (U.P)

Email: vedikaagarwal458@gmail.com

EDUCATION DETAILS

GRADUATION

BBA (Hons.) from GLA University,
Mathura, UP from 2016-2019 with
8.10 CPI

INTERMEDIATE

Blue Bells Public School-ICSE

High School

Blue Bells Public School-ICSE

PERSONAL SKILLS:

- Managerial skills
- Leadership skills
- Good communication

TECHNICAL SKILLS:

- MS Word
- Basic excel
- Tally

HOBBIES:

- Explore new things
- Love doing social work
- Play badminton

ACTIVITIES:

- Participated in inter-house badminton competition
- Former House Captain (2014-2015)
- Participated in Hockey in School Olympic Games (2011)

INTERNSHIP AND TRAINING:

- I have completed 6 weeks training from Max Bupa Health Insurance in finance department (2018)

WORK EXPERIENCE:

- Currently working with Concentrix Daksh Service India Pvt. Ltd, as a Customer Service Executive in Amazon process. (February 2020- Present).
- Handle customer issue related to the Audible via Emails and Chat.

DECLARATION

Information given above is true to the best of my knowledge

DATE

SIGNATURE