

HINA JAISWAL

Phone No:+918871423705

Rto Road Jain Colony Indore M.P.

Email:hinajaiswal2@gmail.com

Career objective

Intend to build a career with leading corporate which will help me to explore myself fully and realize my potential & willing to work as a key player in challenging environment.

Professional experience

- 1). 1 year Experience in UCMAS Academy.
- 2). 2 year Experience as a "Customer Relationship Executive"
Currently working at "Lotus Infrarealty Ltd". Satna (M.P.).
- 3). 1.5 year working with BLF Bhumi Pvt. Ltd. As "Office Management
Exective" in INDORE (M.P.)

Job responsibilities

- Daily Activity Reporting to head office for related all employees .
- Cold calling to arrange meetings with potential customers to prospect for new
- Recovery Calling , Customer file Maintain .
- Responding to incoming email and phone enquiries.
- Attending team meeting and sharing best practice with colleagues.

Educational Qualifications

- Passed MBA(HR + marketing) in 2013 from A.P.S.U Rewa.
- Passed B.C.A. (Bachelor Of Computer Application) in 2011 from Awadesh Pratap Singh University, Rewa.
- Passed Intermediate in 2008 from M.P Board Bhopal.
- Passed High School in 2006 from M.P Board Bhopal.

Technical and Computer Skills

- Operating System: - Windows 2000/XP/VISTA
- Basic Tally

Personal Qualities

- Quick Learner, Highly motivated and enthusiastic. * Good problem Solving skill and able to meet deadline under Pressure.* Enjoy Working in team environment.* Initiative, dedicated, well decisive and flexible to work in any environment with good interpersonal skill.

Personal Information

Name : MISS. HINA JAISWAL
Father's Name : MR. N.K JAISWAL
Mother's Name : SMT. GEETA JAISWAL
Date of Birth : 01-07-1991
Sex : Female
Marital Status : married
E-Mail ID : hinajaiswal2@gmail.com
Permanent Address : Rto Road Jain Colony Indore (M.P.)
Corresponding Address :Rto Road Jain Colony Indore (M.P.).

Diclaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I hope that above written details will suit to your requirement. If you give me a chance to work with your esteemed organization, I will be grateful to you and will make my best efforts to the extent possible in contributing the organization.

Place: Indore

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