

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. Highlighting My Versatile Skillset as an Data entry operator and Customer support Executive with an extensive background in Educational Consultants and Products Factory, I bring a wide range of Skills to the table.

## EXPERIENCE

19/10/2022 - Present

### AJ Educational Consultants

Data entry operator, customer executive and international chat process  
Visa Process (Student & Visitors) in US.  
US slot booking.  
International Process (Student) Application in Universities.  
Applying Osmania Certificates, Doing Passport Application Process.  
Preparing Students and Visitors for Cracking Visa interview.  
International Emailing and Chat Process.  
Customer Support.

12/3/2021 - 25/8/2022

### AJ Enterprises

Customer Support Executive  
AJ Enterprises is an Offline and Online(India Mart) Factory. The Factory provides Products such as Fumigation Machine, Medical Fogger, Vacuum Cleaner, Scrubber Dyer, Scrubbing Machine etc.  
. Rated #1 in Customer Service.  
. Marketing in India Mart.  
. Selling Products in IndiaMart Customers.  
. Supporting Customers and Solved all Problems.

## EDUCATION

### RG kedia College, Osmania University

M. Sc Mathematics  
Pursuing

2022

### Government City College

B. Sc MPS  
8.36

2019

### Govt Girls College Hussaini Alam

Intermediate  
676

2017

### Govt Boys high school Dareeche Bawaheee

SSC  
8.2

## SKILLS

Basic Computer Skills excel Ms Word Canva (Making Banners, posters and Logo)  
Editing vedios and Photos. Problem Solving Communication

## ACHIEVEMENTS & AWARDS

Achieve medals, Trophies and Certificates in Martial Arts.

## INTERESTS

Seeking New Activities and explore it.

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## LANGUAGES

English

Urdu

Hindi

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## PERSONAL DETAILS

Date of Birth : 24/10/2001

Nationality : Indian

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## DECLARATION

I hereby declare that the above mentioned is correct up to my knowledge and I bear the responsibility for the truthiness of the above mentioned particulars.

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## STRENGTHS

Management

Good at Solving organizational issues whole managing tasks.

Persistence

Once I believe in an idea or project, I don't give up until I explore it all.