

ABHYAS OJHA

IT admin /Customer Service



About Me

Experienced Customer Service and Data Entry Operator with a background in Information Technology and 2 years experience in Data Entry and Project Management with 1+years experience in Customer Service and Sales. Highly organized, selfmotivated, and proficient with computers. Seeking to use proven project management and design skills to improve quality.

Contact Me

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Education

2015-2019

Cosmos College of Management and Technology
Bachelors in Information Technology

2016-2018

D.A.V.S.K.V.B
CBSE +2 Science

Experience

Earn.Games| 10/2021 - 05/2022
IT admin cum Customer Service

- Receiving and placing customer service phone calls as well as
- online messages.
- Maintaining solid customer relationships by handling questions and concerns with speed and professionalism.
- Resolving customer complaints, managing database records,
- drafting status reports on customer service issues.
- Data entry and research as required to trouble shoot customer problems.

Troopers Travels and Tours |
05/2020 - 07/2021
Customer Service cum Sales Assistant

- Receiving and placing customer service phone calls as well as online messages.
- Maintaining and updating customer records.
- Resolving customer problems.
- Negotiating all contracts with prospective customers.
- Attending seminars and creating ideas.

Language Skill

- English
- Hindi
- Nepali

Certificates

- asp.Net Programming
- Google Digital Marketing

Expertise Skill

- Microsoft word, Powerpoint,
- Excel
- Microsoft Excess
- HTML, CSS, Javascript
- Angular JS
- Advance Knowledge in
- Computer System
- Self Motivation
- Time Management
- Problem Solving Abilities
- Attention to Details
- Communication and
- Organizational Skills

CloudFactory | 07/2018 - 04/2020

Data Entry Operator

- Managed 2 major Projects in Cloud Factory.(Huddle and BRT)
- Worked as a Data Entry Operator for 2+ projects.

Batash Foundation | 3/2016 - 11/2016

Intern Angular JS Development

- Assisted in developing Small Projects in Angular JS.(single page web pages).

